

Merced County Sheriff's Office

Corrections Division

Policy & Procedure Manual

**Updated
August 2016**

This policy does not create any individual rights or causes of action by inmates or other third parties



Merced County Sheriff's Office

Corrections Division

Policy and Procedure

CORRECTIONS MISSION STATEMENT

The mission of Merced County Sheriff's Office Corrections Division is to provide professional correctional services within prescribed ethical and constitutional limits. The members of the Corrections Division enforce facility rules and the laws of the State of California in a fair and impartial manner recognizing the statutory, judicial, and constitutional rights of all persons. The Corrections Division recognizes that no facility can operate at its maximum potential without supportive input from the employees of the Merced County Sheriff's Office.

-Sheriff Vernon H. Warnke



Merced County Sheriff's Office

Corrections Division

Policy and Procedure

CODE OF ETHICS FOR CORRECTIONAL OFFICERS & EMPLOYEES

As an employee of the corrections division, you swear (or affirm) to be a good citizen and be a credit to your community, state, and nation at all times. You will abstain from all questionable behavior, which might bring disrepute to the agency, your family, your community, and your associates. Your lifestyle will be above and beyond reproach and you will constantly strive to set an example of a professional who performs your duties according to the laws of your country, state, and community and policies, procedures, written and verbal orders, and regulations of the Merced County Sheriff's Office.

A Corrections Officer will:

1. **KEEP** ... The facilities secure so as to safeguard our community and the lives of the staff, inmates, and visitors on the premises.
2. **WORK** ... With each co-worker, supervisor and support staff, firmly and fairly without regard to rank, status, or condition.
3. **MAINTAIN** ... A professional demeanor when confronted with stressful situations of scorn, ridicule, danger, and/or chaos.
4. **REPORT** ... Either in writing or verbally, to the proper authorities those things which should be reported, and keep silent about matters which are to remain confidential according to the laws and rules of the agency and government.
5. **MANAGE** ... And supervise the inmates in an evenhanded and courteous manner.
6. **REFRAIN** ... At all times from becoming involved in the lives of the inmates and their families.
7. **TREAT** ... All visitors to the jail with politeness and respect and do the utmost to ensure that they observe the jail regulations.
8. **TAKE** ... Advantage of all education and training opportunities designed to assist me to become a more competent officer.
9. **COMMUNICATE** ... With people in or outside of the jail, whether by phone, written word, or verbally, in such a way as to reflect in a positive manner upon my agency.
10. **CONTRIBUTE** ... To a jail environment which will keep the inmates involved in activities designed to improve their attitude and character.

11. **SUPPORT** ... All activities of a professional nature through membership and participation that will continue to elevate the status of those who operate our nation's jails.
12. **DO MY BEST** ... Through work and deed to present an image to the public and my peers of a jail professional, committed to progress for an improved and enlightened criminal justice system.



Merced County Sheriff's Office

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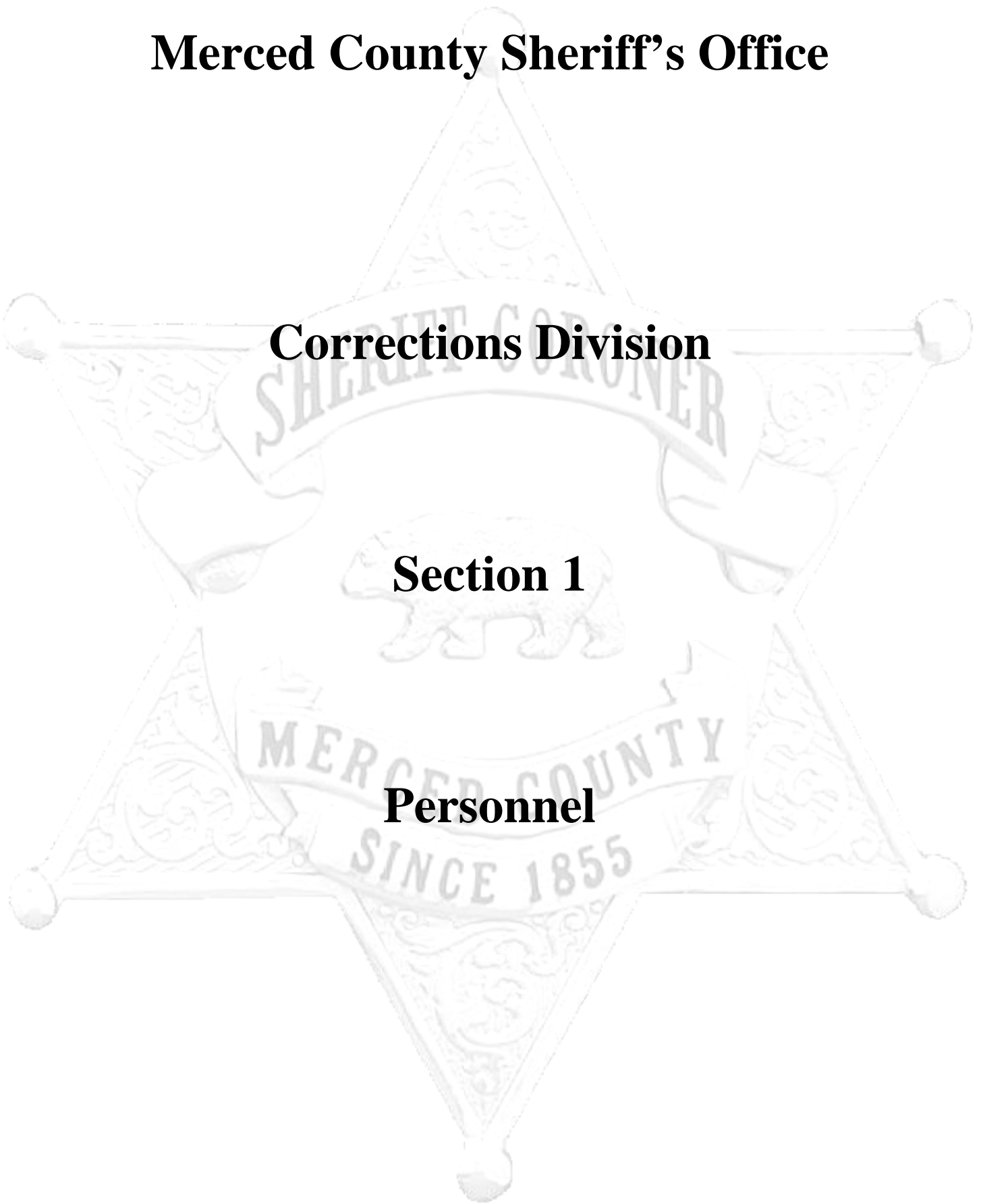
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Merced County Sheriff's Office

Corrections Division

Section 1

Personnel



Merced County Sheriff's Office

Corrections Division

Subject:	Policy & Procedure Management System	Policy Number: 01.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division provides all employees with guidance regarding policy and procedures and operations issues through written directives.

DEFINITIONS:

Policy: A written directive that is a broad statement of agency principles. Statements in policy may be characterized by such words as *may* or *should* and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather provide a framework for development of procedures, rules, and regulations.

Procedure: A written directive that is a guideline for carrying out agency activities. A procedure may be mandatory in tone through the use of *shall* rather than *should*, or *must* rather than *may*. Procedures sometimes allow some latitude and discretion in carrying out an activity.

PROCEDURES:

Responsibility:

The Corrections Lieutenant or designee reviews, signs, and distributes a uniform body of *policies and procedures*, which convey institutional philosophy, goals, and operational principles. The Corrections Lieutenant identifies an agency employee responsible for overseeing the maintenance of these policies and procedures. The responsible individual will maintain:

1. A complete set of all *policies and procedures*;
2. A record of policies deferred for further action;
3. A record of review of each policy to assure compliance with applicable statutes;
4. Documentation of annual reviews.

The Corrections Lieutenant or designee may form, at his or her discretion, a committee of personnel to serve in a policy formulation role. Whether done by committee or by an individual, the following functions are performed at least once a year:

1. Review and evaluation of each policy;
2. Consideration of proposals from facility employee for modification of existing policy or for additional policies;
3. Preparation of recommended new policies and procedures, to be forwarded to the Corrections Lieutenant or designee for review and adoption.

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Organization:

Policies and procedures are divided into topical sections [See Table of Contents]. These *policies and procedures* are available on the X-Drive and in a binder to allow ease in updating and modification.

Distribution and Local Implementation:

The Merced County Corrections Division *policy and procedures* manuals are mandatory for review by staff at the time of employment and available at any time thereafter. Any new policy will be distributed in advance of its effective date to ensure all employees are able to implement the instructions in a timely manner.

Policy Compliance and Maintenance:

The Corrections Lieutenant is responsible for establishing a system to monitor compliance with *policies and procedures* through regular reviews and inspections. This includes dissemination of new or revised policies and procedures to staff or others concerned with operations. Master copies of these procedures are maintained in the Facility Sergeant's office, available for review by facility employees and authorized representatives of other agencies having legitimate correctional interests in operations.

Departmental Review:

Corrections Staff may review those procedures that are not already available to them in other forms upon request. Subject to any other provisions of law, members of the public may not review *security related policies* and procedures as identified by the Corrections Lieutenant. The Corrections Lieutenant makes the final determinations regarding any request for policies and procedures release that is not of a strict correctional interest and could possibly compromise the safety and security of facility employees and the residents of Merced County.

Policy Formulation and Revision:

The Policy & Procedure Committee, develops a *policy & procedure* review process. This process observes the distinction between *evaluation of the policy* and *evaluation of compliance* with the policy. Such review will become a method of learning whether certain elements of the *policy or procedure* are dysfunctional or no longer needed. This evaluation process is performed at least annually. Nothing in this provision should be construed as requiring a delay in initiating necessary and immediate change to a policy.

Each new and revised *policy or procedure* bears the name of the Corrections Lieutenant. The review schedules for various policies are staggered to provide for an orderly review process throughout the year. The Policy & Procedure Committee may incorporate any significant audit findings that have occurred throughout the past year into the revision process.

All employees should participate actively in *policy and procedure* development through suggestions to the Policy & Procedure Committee.

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During the annual policy review process, policy proposal suggestion forms may be distributed for comment. If this process is used, the Policy & Procedure Committee evaluates the comments and concerns and forwards the proposed changes to the Corrections Lieutenant for authorization.

Distribution List for Policies:

1. Sheriff
2. Undersheriff
3. Corrections Captain
4. Corrections Lieutenants
5. Shift Sergeants
6. Employees Access "X" Drive

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Merced County Sheriff's Office

Corrections Division

Subject:	Management Philosophy & Goals	Policy Number: 01.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division provides reasonable detention services in a safe, secure, and humane environment.

Philosophy:

The Merced County Corrections Division is established in accordance with applicable statutes and regulations. Our facilities are charged with the goal of aiding public safety through the provision of professionally managed corrections services.

The Merced County Corrections Division, within the constraints of available resources, offer a practical range of correctional options, including incarceration, Alternative Sentencing Programs, and other similar programs, that reasonably serve the needs of the community as well as the individual inmate. Where reasonably possible the Merced County Corrections Division enhances the offender's ability to return to the community and live in a law-abiding manner. The Merced County Corrections Division administers its programs in an equitable, least restrictive environment consistent with public safety and good order.

The Merced County Corrections Division operates under the principle that all administrative and management decisions either directly or indirectly affect security, safety, and treatment goals of the facility. In this connection, facility staff often serves as important and productive role models for inmates, conveying mainstream societal values to the inmate population. Throughout the course of a day, opportunities for controlled interaction between staff and inmates provide a means to influence and reinforce appropriate inmate behavior. Employees are expected to interact, where reasonably possible, with inmates in a manner consistent with the objectives of our facilities.

The Merced County Corrections Division Goals:

The Merced County Corrections Division has as its prime goal the operation of a safe, humane, and cost effective facility that provides a place of confinement, punishment, and an opportunity for reflective thought and positive change.

Specifically, within facility security and budget constraints, The Corrections Division will operate an integrated system of correctional services that reasonably:

1. Protect society by preventing escape from custody through the use of physical, procedural, and managerial safeguards;
2. Maintain an inmate classification plan for housing, work, and other facility assignments;

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3. Provide clean, safe, and healthy living conditions for inmates;
4. Provide basic medical, dental, and psychiatric needs of inmates;
5. Provide opportunities for reflective thought, that can lead to positive personal change;
6. Provide work programs for qualified inmates;
7. Provide safeguards that protects inmates from physical and psychological victimization;
8. Provide necessary due process and other legal safeguards;
9. Provide appropriate opportunities for religious practices.

Public Access:

At the election of the Sheriff or designee, this policy may be made available at the request of the public.

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Corrections Division

Subject:	Delegation of Authority	Policy Number: 01.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division recruits, trains, and appoints qualified jail administrators as appropriate. The Sheriff has the sole authority to appoint a Corrections Lieutenant who has full responsibility for management and operational control of the Corrections Division, staff, resources, programs and inmates.

PROCEDURE:

Appointments and Delegation of Authority:

The Sheriff appoints the Corrections Lieutenant. The Corrections Lieutenant has authority to manage the daily affairs of the facility according to the lines of authority delineated in the Merced County Corrections Division organizational chart. The Sheriff also appoints supervisors for the Merced County Corrections Facilities.

Except as otherwise provided by statute or regulation, the Sheriff or designee, establishes the qualifications, authority, and responsibility of these supervisory staff positions.

The Corrections Lieutenant is accountable and responsible, internal to the correctional facility, for all staff, inmates, volunteers, contract employees, and others serving the facility. The Corrections Lieutenant oversees all activities and programs. Except as otherwise provided in the Corrections Division policy, the Corrections Lieutenant has broad authority and responsibility in accordance with applicable state and federal laws, Merced County Corrections Division policy, and judicial decisions to manage, plan, and direct operations of the facilities.

Selection of the Corrections Lieutenant involves balanced consideration of formal education and experience in the law enforcement and corrections fields.

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Merced County Sheriff's Office

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Subject:	Critical Incident Reporting	Policy Number: 01.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Policy 302		

POLICY: The Merced County Sheriff's Office Corrections Division prepares written reports in order to better manage the department, document events, and support the criminal justice process through effective communications. Provides timely verbal and written reports and documentation when a *critical incident* occurs, in order to maintain the management and operational integrity of the facility. This is accomplished to assist management in providing a safe, efficient, and orderly environment for staff and inmates.

PROCEDURE:

All significant incidents taking place within scope of corrections operations, including but not limited to, acts of violence, escape or attempted escape, hostage-taking, death or serious injury, or major institutional disruptions, are reported to the Sheriff, through the Corrections Lieutenant, by the Sergeant/OIC or designated staff member.

Reporting Requirements:

For reporting purposes, incidents are organized into levels of seriousness, as defined below.

Priority I Incidents are reported at once to the Shift Supervisor, Corrections Lieutenant, Undersheriff and Sheriff, or designee, and include, but are not limited to, the following:

1. Death/Suicide, attempted suicide, or serious life threatening injury of an inmate, employee, volunteer, or visitor;
2. Extensive property damage resulting from fire, man-made or natural disaster, or inmate actions;
3. Actual, suspected, or attempted hostage taking;
4. Sexual assault;
5. Assaults where a weapon is involved;
6. Riot or use of riot control equipment;
7. Escape or attempted escape;
8. Actual or suspected sabotage, or threatened major property damage or prolonged disruption of operations, such as *arson, power loss, loss of communications* (i.e., telephone, surveillance system, computer, alarm, etc.), or potential *loss of human life*;
9. Inoperative heating/cooling/ventilation plant;
10. Occurrences which the shift supervisor believes may result in an unusual level of public attention;

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11. Power outage in excess of one hour, or any time during non-daylight hours;
12. Alleged violent criminal act committed by a person visiting or working in the facility, including acts committed by staff that may result in felony criminal charges;
13. Discharge of a firearm by an employee other than in training, department qualification, or sporting event;
14. Injuries requiring major emergency medical attention;
15. Booking of any department employee, local law enforcement officer, city, county or state official.

A designee of the Corrections Lieutenant formalizes the criteria for reporting such incidents to the Sheriff through the Corrections Lieutenant.

Reporting Requirements for Employing Deadly Force:

See Merced County Sheriff's Office *Policy & Procedure Chapter 3, Section 302*.

All reports completed by the officers using force, other officers, or witnesses, include the following:

1. A description of the events leading to the use of force or deadly force;
2. Original incident that precipitated the actions of the officer;
3. Accurate description of the incident and reasons for employing force;
4. Description of the weapon or device used and the manner in which it was used;
5. Description of any injuries suffered, and the treatment given or received;
6. List of all participants and witnesses to the incident;
7. Copy of all incident reports compiled as a result of the incident.
8. Submit to on-duty Shift Supervisor.

Again, officers are encouraged to review the Use of Force policy before writing reports involving the use of force by officers.

Priority II Incidents are reported by phone or in writing within 24 hours and include, but not limited to, the following:

1. Suspected or reported inmate abuse;
2. Use of restraints or physical force by Corrections staff in the performance of their duties, other than *inmate movements*;
3. Self-mutilation;
4. Accusation of sexual abuse/harassment;
5. Possession or suspected possession by inmates of serious contraband;
6. Physical confrontation between staff or inmates resulting in physical injury;
7. Substance abuse, possession of illegal substances, or unauthorized possession by inmates of substances that could cause serious bodily harm;
8. Reported or suspected illness from highly contagious diseases; and
9. Injuries that do not require emergency room care or hospitalization.

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Priority III incidents include other acts or situations not covered by Priority I and II. Such incidents are reported through established command channels at the discretion of the shift supervisor or Corrections Lieutenant.

Report Preparation:

Reports prepared by employees of the Merced County Corrections Division:

1. Answer the following questions:
 - a. **Who** was involved?
All persons involved are identified by their role, as suspects, victims, witnesses, etc. Obtain names and aliases if one is used.
 - b. **What** happened?
Exactly what type of offense was committed, and what types of items, weapons, tools, or equipment was apparently used. What was the inmate's motivation? Did the inmate use direct attack, or were their tactics more indirect or crafty.
 - c. **When** did it occur?
Record the crime discovery time, and the time the crime is likely have occurred. Also indicate the time witnesses and victims are contacted, and arrests made.
 - d. **Where** did it happen?
Location is to be as exact as possible.
 - e. **Why** did this incident occur?
Was there apparent motive or purpose of the crime?
 - f. **How** did it happen?
 - g. **Follow-up:**
What action was taken to correct the situation? Was medical attention provided?
2. Never use radio codes or numerical designations;
3. Use proper grammar and spelling;
4. Be objective and unbiased, recording information whether positive or negative;
5. Place events in chronological order.

Report Style:

Good reports, even technical reports containing many facts, should be easy to read and understand. Remember, the reports you write today may be seen by a jury tomorrow, and you will be judged by the way you write, what you say, and the way it is stated.

1. Write the *way you talk* in a normal conversation.
2. Write in the past tense.
3. Follow the chronological sequence of events
4. Use a dictionary and a thesaurus, if necessary.
5. Use everyday words and avoid unfamiliar wording.
6. Avoid using jail jargon.

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7. Use quotation marks when documenting important statements.
8. Proofread your report and correct errors prior to end of shift.
9. Reports will be reviewed, corrected and approved by the Shift Supervisor.

A good report is always:

Concise	Reports are not lengthy or wordy. The resulting document reports the facts in a clear and concise fashion.
Accurate	Spelling and punctuation should be correct.
Factual	Reports should only contain factual information. The writer must be fair and objective. <i>Opinions</i> should not be stated in reports, unless authority on the subject has been established.
Exact	Reports should always be proofread to ensure they describe the facts accurately in the right order and sequence. Have another officer or supervisor read the report before submission.

Confidentiality of Records:

Jail Records (written and automated) are considered confidential information and require strict guidelines as to their dissemination. Employment with the Merced County Sheriff's Office does not establish ownership to information collected in the performance of your duties.

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Merced County Sheriff's Office

Corrections Division

Subject:	Communications	Policy Number: 01.05
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Corrections Division maintains systems of communication that; maximize the ability of supervisors to communicate with employees, aid staff in effectively conveying rules, regulations, and procedures to inmates, and allow inmates to convey their individual concerns regarding legitimate issues.

PROCEDURE:

Lines of communication between inmates and employees, as well as supervisors and employees, are vital to the efficient operation of corrections operations. These lines of communication include the use of meetings, written communication, and other techniques. Such communication reduces reliance on established grievance mechanisms.

Policy Changes:

Changes to these *policies & procedures* are communicated in writing to employees prior to the effective date of the change. It is the responsibility of each officer and employee to read, understand, and comply with the information provided. In instances where an employee does not understand, or has questions about a new or revised policy, the employee must seek out answers or clarification from their supervisor immediately. In the case of major policy changes, employees may be required to provide signatures indicating their understanding of the new information, or classes may be scheduled to implement new procedures.

New or transferred employees and employees returning from extended leave are informed of changes pertaining to their assigned duties in written *policies & procedures*, or some other format as determined by the Corrections Lieutenant. It is the responsibility of the employee to inquire about any new or revised policy before returning to an active duty assignment.

Staff Visibility:

The Merced County Corrections Division places a high priority on the visibility of corrections staff. Supervisors are available to communicate with inmates, line staff, and Corrections Lieutenant. The Sergeant or OIC of the facility are available to inmates on an informal periodic basis. In addition to these informal contacts, the Corrections Lieutenant shall make periodic formal rounds of the facility.

The Sergeant/OIC attempts to tour each duty station within the facility once each shift. The tour is documented by the area duty officer on each station log. Any deficiencies observed will be documented on the Control Maintenance Board and the Facility Pass-On Log.

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Sergeant's Meetings:

To further enhance the communication process, the Corrections Lieutenant conducts periodic staff meetings with Sergeants, acting Sergeants and civilian supervisors. In these meetings, the Corrections Lieutenant discusses topics of general interest to the group. Each participant has the opportunity to present a brief verbal report on their area of responsibility and describe any accomplishments or problems occurring since the last meeting. These meetings are conducted as needed.

Verbal Exchanges with Inmates:

Although verbal and written communications is encouraged between officers and inmates, officers are cautioned to always keep communications professional and non-personal. The following applies to all inmate contacts:

1. Do not provide inmates with any officers/staffs personal information such as addresses, names of family, or off-duty activities;
2. Do not accept, exchange, or give inmates items of value or gifts;
3. Do not give inmates special privileges;
4. Do not handle inmate funds other than as a part of your assigned duties;
5. Do not touch an inmate in a non-professional manner or allow an inmate to touch you;
6. Do not carry or give inmates written or verbal communications from other inmates or those outside of the facility, other than official mail;
7. Refer to inmates by their proper name, such as *Mr. Jones, Ms. Smith, etc.*
8. Require inmates to refer to you and other officers as *Officer Smith, Sergeant Jones etc.*;
9. Do not favor one inmate over another;
10. Do not engage or participate in gossip or petty complaints about other officers;
11. Report serious and legitimate complaints;
12. Do not use inmate *slang, cuss words, or gutter talk*; and
13. Always maintain a professional demeanor.

Other:

To further aid communication with inmates, facility staff may use bulletin boards, memos, and other typical communication methods. These additional methods may include:

1. Scheduling staff tours during inmates' non-working hours;
2. Visiting work locations where inmates can talk with officers;
3. Allowing inmates to request to speak to a Sergeant, as needed;
4. Making a form available for inmates to request information from staff.

In addition to these informal tours and meetings, if an inmate wishes to contact the Corrections Lieutenant, or other staff member, a written note may also be sent directly to the official concerned.

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Regarding Inmate request for information:

1. Read all requests thoroughly before forwarding. It may be mis-addressed or require immediate action.
2. Answer the request if valid.
3. Return the request by the end of shift.
4. Forward the request to the proper authority.

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Merced County Sheriff's Office

Corrections Division

Subject:	Professional Conduct for Corrections Personnel	Policy Number: 01.06
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: All employees of the Merced County Sheriff's Office Corrections Division constantly strive to deal honestly, efficiently, and with integrity while on official duty, and strive to do the same in their personal lives. Officers and employees of this agency are mindful that their conduct and the public's perception of that conduct effect the willingness of the public to support our critical mission.

PROCEDURES:

1. Sworn and civilian employees are always courteous when interacting with the general public.
2. Employees avoid behaviors and practices that cause the public to question individual employee or agency integrity.
3. Off-duty officers conduct themselves as though they were on-duty, while in uniform.
4. Employees do not reveal or make public, any order, or information to any person unless the disclosure is authorized and the intended receiver has a *need to know*.
5. Officers are governed by reasonable and exemplary rules of good conduct and behavior whether on or off-duty. Officers always demonstrate morals and values expected by the community and will not commit any act that could adversely affect the Merced County Sheriff's Office, their fellow employees, or respect for the rule of law.
6. Officers always remember that they are sworn to uphold the law and abide by the *policies and procedures* of this agency, while protecting the rights of all people as afforded by the Constitution of the United States of America and the State of California.

Corrections Officer Ethics:

Officers and employees of this agency have read and fully support the *Code of Ethics for Corrections Officers and Mission Statement* as adopted and supported by the Merced County Corrections Division. These are found in this *policy and procedure* manual.

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Merced County Sheriff's Office

Corrections Division

Subject:	Financial Records of Inmates	Policy Number: 01.07
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Corrections Division controls and manages fiscal resources by ensuring that appropriate financial records are kept which document the inmate funds entrusted to the facility. The record keeping system will be in accordance with and based upon accepted accounting principles.

PROCEDURES:

Inmate accounts, as authorized and maintained by the Inmate Services Coordinator will be inspected at least quarterly to insure reasonable safekeeping of inmate funds. This inspection is conducted by the Merced County Auditors Office on an annual basis.

Retention of Records:

Financial records will be maintained for at least three-years of operation. This three-year period may include the forecast or upcoming budget year as one of the required three-year periods.

File Access:

Only authorized personnel, who have a legitimate need to know, may inspect or have access to financial records of the jail or department.

All requests from sources outside the Merced County Corrections Division for financial information will be directed to the Office of the Merced County Counsel. Confidential information will be released to non-facility requesters only in response to written requests and after written consent of the Office of the Merced County Counsel in accordance with the Public Information Act.

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Merced County Sheriff's Office

Corrections Division

Subject:	Staff Cell Phone Usage	Policy Number: 01.08
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders		

POLICY: Merced County Sheriff's Office Corrections Division maintains a standard for Personal Cell Phone Usage. Staff carrying personal cell phones does so at their own risk. Merced County Sheriff's Office will not be held responsible for loss, theft or damage to any staff member's personal cell phone or electronic devices. Carrying ones personal cell phone in areas occupied by inmates can lead to loss, theft or damage and may compromise personal information of the individual staff member, other staff members and the Sheriff's Office.

PROCEDURES:

All Corrections Officers, Food Service, Commissary and Clerical Staff will:

1. Limit non-work related phone calls to their fifteen minute breaks and lunch break.
2. Staff is encouraged to maintain their personal cell phones in a secure area separated from inmates.
3. Staff will not use their personal cell phone in the presence of inmates.
4. Information regarding transport and security issues will not be discussed on non-departmental phones.

Exceptions to Policy:

The following situations may override the policy, but still require the staff member to use their cell phone in non-inmate occupied areas:

1. Family Emergencies, with authorization from the shift sergeant.
2. Land-line/Hand-held radio outage.
3. Facility Emergencies.

Photos:

Corrections Staff are forbidden from using personal Cell Phones to take photographs of inmates, crime-scene or used for any Sheriff's Office duty functions. Personal Cell Phones may be subject to subpoena.

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Merced County Sheriff's Office

Corrections Division

Subject:	Social Networking Websites	Policy Number: 01.09
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division maintains a standard for Social Networking Websites. Departmental computers are not to be used for accessing Social Networking Websites (such as; Facebook, MySpace...). Staff will not use their personal internet access devices while performing their duties or in the presence of inmates.

Photos:

Corrections Employees will not upload photos of inmates, crime scenes or any image that contains Merced County Sheriff's Office property, facilities, badge or logo, without express written permission of the Sheriff.

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Merced County Sheriff's Office

Corrections Division

Subject:	Special Duty Assignment	Policy Number: 01.10
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division has numerous Special Duty Assignments. Special duty assignments are AT WILL positions, which are assigned based on the need of the Corrections Division. As positions in Special Duty Assignments become available, those interested will be considered. The Corrections Lieutenant will select the individual based on the needs of the department.

DEFINITIONS:

AT WILL: Persons filling Special Duty Assignments serve at the will of the Sheriff and/or their designee.

Special Duty Assignment: Positions needed to complete tasks within a sub-Unit of the Corrections Division.

PROCEDURE:

The Application Process:

1. Special Duty positions are defined by the Corrections Lieutenant.
2. All Corrections Staff members may submit requests for specific positions at any time, by forwarding an email to the Corrections Lieutenant.
3. The Corrections Lieutenant, with input from the Corrections Sergeants, chooses the individual for the given position.

Special Duty Assignments:

These are the current Special Duty Units:

1. Transportation
2. Courthouse Jail Officers
3. Classification
4. AB-109 Compliance Officer
5. Title 15 Compliance
6. W.I.L. Inmate Supervisors
7. Inmate Re-Entry Program Officer

Special duty assignment uniforms will be assigned by the Sheriff or their designee.

Number of staff fluctuates based on needs of the department.

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Merced County Sheriff's Office

Corrections Division

Subject:	Officer-in-Charge (OIC)	Policy Number: 01.11
Approved Date: 10-2-2017		Approved By: Captain Sullivan
Issued Date:		Revision Date: 10-2-2017
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division ensures proper supervision is available for all shifts when a Corrections Sergeant is not on duty. Qualified Corrections Officers are selected to serve as Officer-in-Charge (OIC). The Corrections Lieutenant is the final authority regarding the selection of Corrections Officers who shall be in charge in the absence of the Shift Sergeant.

DEFINITIONS:

OIC: Officer-in-Charge. An officer selected to act as supervisor in the Sergeant's absence.

AT WILL: The OIC acts in the interest of the supervisor and the Sheriff's Office and may be removed from OIC at the order of the Sergeant or Lieutenant.

Authority: An OIC will act with the same authority as a supervisor in certain aspects of Sergeants duties.

Selection Process:

Each Shift Supervisor will:

1. Review qualified Corrections Officers for OIC status for their assigned shift:
 - a) Officers should be in *good standing* (no recent/pending discipline).
 - b) Sergeants should consider an officer's experience in Corrections and evaluate their capability to accept responsibility and maintain standards.
 - c) Ability to make valid and lawful decisions.
2. Interview the potential OIC to obtain their understanding of the positions responsibilities.
3. With the Sergeant's recommendation, obtain the facility Lieutenant's approval for OIC status.

Responsibilities of an OIC:

1. Ensure staff and inmates are properly supervised.
2. Notification of Command Staff in the event of any emergency or major event.
3. Maintain inmate, officer and facility security.
4. Oversee daily facility operations.
5. Ensure continuity of service and *pass on* information between shifts.
6. Account for County and inmate property.
7. Death notifications (shall not be delegated).
8. *Approve emergency time-off (Only if time-off is within 24 hours).

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9. *Approve emergency over-time (Only if time-off is for the following shift).

*OICs may *approve* emergency time-off, but *will initial, not sign* the document. The time-off form will be attached to the employee's time card. The OIC should make every effort to have a Sergeant make approvals for time off and overtime.

Overtime:

Corrections Officers will not be forced to hold over to fill a Sergeant/OIC shift. OIC overtime for Corrections Officers can be approved by a Lieutenant. In the event, the Sergeant/OIC shift goes unfilled; a Sergeant can designate a Corrections Officer in a staff position in the facility to be OIC.

Removal from OIC:

Corrections Officers can be removed from OIC status at the discretion of the Shift Supervisor or facility Lieutenant.

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Merced County Sheriff's Office

Corrections Division

Subject:	Overtime	Policy Number: 01.12
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-16
Related Orders: Merced County Human Resources Policy Section 2.M.2.h		

“To the extent this policy has been superseded by the MOU, the MOU will be complied with. Per the MOU Overtime shall be assigned on an equal basis”

POLICY: Merced County Sheriff's Office Corrections Division ensures that, in accordance with Merced County Human Resources Policy and Procedure, overtime will be assigned on a fair and equal basis. (*Section 2.M.2.h*)

DEFINITIONS:

Overtime: Overtime for employees assigned to work a regular 40 hour work week shall be defined as time actually worked beyond eight (8) hours in a work day, or forty (40) hours in a work week.

Scheduled: Scheduled Overtime is defined as any overtime which can be anticipated to occur within a defined period of time and a sign up schedule is posted for employees to volunteer for.

Unscheduled: Unscheduled Overtime is defined as any overtime which is unplanned.

Voluntary: Voluntary Overtime is when an employee volunteers to work any overtime which is unscheduled.

Mandatory: Mandatory Overtime is defined as any overtime which an employee is mandated to work but did not volunteer to work.

Scheduled Overtime:

Sergeants will manage their shifts and monitor their staffing levels to insure they have adequate staffing to perform the various required tasks. To accomplish this, Sergeants must post scheduled overtime a minimum of one week ahead of the current work week. This will provide adequate time for the sign up and approval process to be performed.

Posting:

Once it has been determined that overtime will be required to maintain adequate staffing or to cover an assignment or detail, an overtime signup request will be posted in the Overtime listing on the 'X' drive to include the following information.

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1. Date/Time
2. Location
3. Number of employees needed
4. Type/classification of employee needed
5. Date the list will be approved
6. Who will approve the list

Approval:

Once the sign up period has ended, the Sergeant assigned to approve the overtime will select and approve employees for the overtime. Approval criteria for Scheduled Overtime will be based on the following. To maintain compliance with Penal Code 4021, gender may become a selection factor.

1. By Seniority/Classification, the top person will be approved for a maximum of two consecutive days, **and each employee shall take one of their scheduled days off with no reporting to work.**
2. By Seniority/Classification, the next person would be approved for the third day.
3. If the overtime coverage needed exceeds three days, the approval would go back to the person with the highest Seniority if they have bid for those days as well, for a maximum of two consecutive days.

Voluntary Overtime:

In the event that unscheduled overtime occurs, the supervisor will attempt to find a volunteer to cover it. If an employee volunteers for overtime, it will be approved as long as the two consecutive day rule is not exceeded. If a volunteer cannot be located to cover the overtime, the overtime becomes mandatory.

Mandatory Overtime:

If the overtime becomes mandatory in nature, the Supervisor insomuch as possible will make their selection from available staff at the Facility requiring the coverage. The selection criteria will follow the scheduled overtime process, except the selection will start with the person with the least Seniority and the mandated person shall only be required to hold over for a maximum of one day. To maintain compliance with Penal Code 4021, gender may become a selection factor.

Limiting factors must be taken into consideration (see limitation of overtime) when mandating overtime. Every effort will be made to limit the number of mandatory holdovers to no more than one day except in those cases where continuity of service is required.

Limitation of Overtime:

With the exception of exigent circumstances, no employee shall work more than two consecutive days of overtime, **and each employee shall take one of their scheduled days off**

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with no reporting to work. An employee will not be considered for mandatory overtime if it conflicts with a scheduled day off other than their regular days off. An employee will not be considered for mandatory overtime if they are currently working a schedule overtime shift. If in the judgment of the designating supervisor the approval of overtime would constitute a safety concern for the employee, staff, inmates or the security of the facility, overtime will be limited.

Summary of Overtime:

When scheduled or unscheduled overtime is required, the classification that created the overtime will ultimately be required to work it. If, however, there is a volunteer and no one from the classification that created the overtime desires it, the overtime may be given to a volunteer. The only requirement is the volunteer must be qualified to work in the classification.

Additionally, it is mandatory that anyone that has volunteered and is assigned to work overtime will work it. The only persons authorized to change the assignment is a Sergeant or above.

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Merced County Sheriff's Office

Corrections Division

Subject:	Smoking & Tobacco Usage	Policy Number: 01.13
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: Government Code 7596 & 7597, MSO Policy 1018		

POLICY: Merced County Sheriff's Office Corrections Division, in accordance with Government Code 7596 & 7597, ensures smoking and the use of tobacco products will be prohibited in department vehicles, within 20 feet of main exit, entrance, or operable window of a public building. Employees in uniform are also prohibited from smoking or using tobacco products while in public view. (*MCSO Policy and Procedure 1018*)

PROCEDURE:

Smoking:

1. Designated smoking areas are available at each facility.
2. Corrections staff and contract personnel will not smoke in the presence of inmates or in areas visible to inmates or the general public.
3. Smoking is not allowed in any county vehicle.
4. Cigar/cigarette butts will be disposed of in the proper receptacle, out of inmate traffic areas.
5. Cigar/cigarettes will be extinguished before being placed in a receptacle.

Non-smoking tobacco:

1. Smokeless tobacco is not authorized outside of designated smoking areas.
2. Smokeless tobacco is forbidden in county vehicles.
3. Smokeless tobacco will not be used in the presence of inmates or in areas visible to inmates or the general public.
4. Smokeless tobacco will be disposed of in the same receptacles as smoking products.

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Merced County Sheriff's Office

Corrections Division

Subject:	Jail Training Officer (JTO) Program	Policy Number: 01.14
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division provides standardized on-the-job training for new corrections staff. Training instills the basic philosophy of the department and develops safe practices within the facilities.

DEFINITIONS:

JTO: Jail Training Officer is an experienced Correctional Officer II with a minimum of three years working as a full-time correctional officer. A JTO needs to display leadership abilities and understands the tasks and duties expected and performed by correctional officers.

JTO Coordinator: A Corrections Sergeant assigned by the Corrections Lieutenant who develops a training program responsible for training and evaluating new corrections employees. The JTO Coordinator is responsible for rating and evaluating the trainee and JTO's performance.

AT WILL: The JTO acts in the interest of the Jail Training Coordinator and the department and may be removed from JTO at the order of the Corrections Lieutenant.

Authority: A JTO is responsible for instructing and appraising the performance of their trainees. A JTO must counsel and correct deficiencies as needed. The JTO reports frequently to the JTO Coordinator to assess the trainees progress in the program.

Trainee: Any new Sheriff's employee working in the Corrections Facilities.

Evaluation: JTO's are required to report, using the JTO Evaluation Form, rating the performance of the trainee with feedback on strengths and areas in need of improvement. The signed Appraisal Form is forwarded to the JTO Coordinator weekly.

PROCEDURE:

Minimum Qualifications:

1. Full time employee with Merced County Sheriff's Office
2. Have knowledge of both facilities and all shifts.

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Selection Process:

The JTO Coordinator will:

1. Review qualified Corrections Officers for JTO status and use the following criteria:
 - a) Officer must be in *good standing* (no recent/pending discipline).
 - b) Willingness to accept responsibility and maintain standards.
 - c) Meets Standards and above performance Evaluations
 - d) Ability to make valid and lawful decisions.
 - e) Good attendance record.
 - f) Articulate.
 - g) Good to above average Report Writing skills.
 - h) Well versed in MCSO Policy & Procedure, Title 15 and related texts.
2. Interview the potential JTO to obtain an understanding of responsibilities.
3. Obtain Lieutenant Approval.
4. The JTO List will be reviewed every calendar year for additions and/or deletions by the JTO Coordinator and Corrections Lieutenant.

Responsibilities of a JTO:

1. Ensure trainee and inmates are properly supervised.
2. Maintain inmate, officer and facility security.
3. Notify the Coordinator of the trainee's performance frequently.
4. Conduct training safely.
5. Document the trainee's performance.
6. Appraise the trainee's performance and offer constructive criticisms, if necessary.
7. Complete assigned duties.

Removal from JTO:

The following reasons may result in the removal from JTO:

1. Discretion of the JTO Coordinator, with approval from the Lieutenant.
2. Pending Internal Affairs investigation.
3. Failure to comply with program responsibilities.

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Merced County Sheriff's Office

Corrections Division

Subject:	Extra-Help Correctional Officers	Policy Number: 01.15
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division provides staff with training necessary to develop the knowledge and skills of Extra-Help Corrections Officers to the highest level of performance and professionalism, in accordance with California Penal Code (P.C.), and Standards in Training for Corrections (S .T.C). At a minimum, they will complete CORE Training, 832 Training, and Facility Training Program before working independently. All Extra-Help Corrections Officers must complete twenty-four hours of STC certified training annually after the initial year in assignment to remain current in job knowledge and skill level.

PROCEDURE:

Extra-Help Corrections Officers in their initial year of assignment will:

1. Attend PC 832 Training (*within six (6) months of employment*)
2. Adult Corrections Officer CORE Academy (*within their first year of employment*)
3. Facility Training Officer Program (*eight (8) to twelve (12) weeks*)
4. Complete all supplemental CORE training;
 - a) OC Pepper Spray
 - b) Taser
 - c) CPR / First Aid
 - d) Restraint Chair
 - e) Baton
 - f) Firearms Qualification

When the staff member has cleared training, the staff member will then be eligible to fill shifts.

Scheduling:

Extra-Help Corrections Officers will be assigned to shifts based on the needs of the facilities. Extra-Help Corrections Officers shall be scheduled for no more than 24 hours per week.

Annual Training:

Extra-Help Corrections Officers, who are eligible for a Corrections Facility assignment after the initial year in job class, shall:

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1. Complete 24 hours of STC certified training annually
2. Annual Firearm Qualifications

Promotion to Full-Time Corrections Officer:

If the eligibility list is current and active, an Extra-Help Corrections Officer may be hired Full-Time based on their pre-employment test scores.

If the eligibility list has expired, the Extra-Help Corrections Officer will apply when the position is announced and complete the testing process. Full-Time positions will be filled based on test scores.

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Merced County Sheriff's Office

Corrections Division

Subject:	Part-Time Correctional Officers	Policy Number: 01.16
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: Penal Code 832 & 830.56		

POLICY: Merced County Sheriff's Office Corrections Division provides staff with training necessary to develop the knowledge and skills of Part-Time Corrections Officers to the highest level of performance and professionalism, in accordance with California Penal Code (P.C.), and Standards in Training for Corrections (S.T.C).

DEPARTMENTAL INTEREST:

It is in the interest of Merced County Corrections Division to ensure that all Part-Time Corrections Officers, working in an Adult Corrections Facility, have completed CORE Training, 832 Training, and Facility Training Program and may work independently. All Part-Time Corrections Officers must complete 24 hours of STC certified training annually.

DEFINITION:

Part-Time Corrections Officer – A retired Corrections Officer working up to 960 hours a year, who maintains their qualifications and PC 830.56 status.

PROCEDURE:

Scheduling:

Part-Time Corrections Officers will be assigned to duty-assignments based on the needs of the facilities.

Annual Training:

Part-Time Corrections Officers shall:

1. Complete 24 hours of STC certified training annually
2. Annual Firearm Qualifications

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Merced County Sheriff's Office

Corrections Division

Subject:	Computer Security	Policy Number: 01.17
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division maintains and encourages security protocols for the County Information Systems computers and the Jail Management System (JMS).

PROCEDURE:

Computer Access:

All Corrections personnel are issued a Login ID and are allowed to create and maintain a personal password. Corrections staff are issued an email account and access to the Sheriff's Local Server ("X" drive) where Policy & Procedure and department forms are maintained as well as any other drive attached to the county server as assigned.

Maintaining Security:

Each Corrections staff member must maintain operational security and follow these basic security procedures:

1. Login using your personal Login I.D.
2. Logoff prior to leaving the work-station.
3. Advise and logoff a co-workers session if they did not do so.
4. Avoid accessing websites not recommended by the virus protection software.
5. **Do Not** open any suspicious email or email sent by an unknown sender.
6. Report any computer maintenance issue immediately.

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Merced County Sheriff's Office

Corrections Division

Subject:	Personal Appearance Standards	Policy Number: 01.18
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

Personal Grooming Standards

This chapter outlines personal grooming while wearing any Sheriff's Department uniform or civilian clothing in an official capacity. The Sheriff's discretion may be used to determine if individual's personal grooming is within standards of this instruction. The Sheriff does *not* have authority to waive grooming and appearance standards except as identified in this instruction. The personal grooming standards listed are minimum standards that represent common appearance issues and are *not* all-inclusive. Although Deputies and Officers have the right, within established limits, to express their individuality through their appearance, the Sheriff's Department has defined what is and what is not an acceptable, professional law enforcement image for Deputies and Officers. Except for minor variations based on gender differences, all Sheriff's Department personnel must comply with the same personal grooming standards. Supervisors have the responsibility to determine compliance with the letter and intent of this Policy and to correct the obvious violations regardless of whether the situation identified is clearly written in this Policy

Hair-male and female

Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will *not* contain excessive amounts of grooming aids (e.g. gel, mousse, pomade, and moisturizer), appear lopsided, or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural, human hair colors. Examples of natural human hair colors are brown, blonde, brunette, natural red, black or grey. Highlights are allowed as long as the color does not detract from the uniform and are subject to review by the Merced Sheriff's Office Administration. **Exception:** The Sheriff may temporarily authorize cancer patients to wear approved caps, wigs or maintain baldness due to a temporary medical condition (i.e., radiation/chemotherapy). If wigs are worn, they must comply with the **Wigs/Hairpieces/Extensions** section of this policy.

Wigs/Hairpieces/Extensions

Will meet the same standard required for natural hair and will be of good quality, fit properly, and comply with safety, functionality and professionalism.

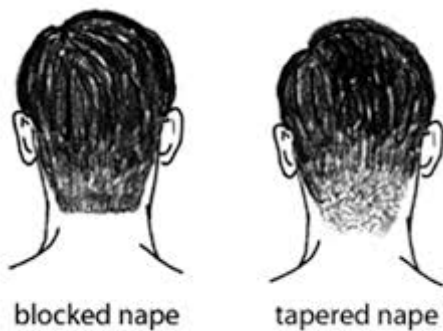
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Hair-Male

Tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head. A block-cut is permitted with tapered appearance. Hair will *not* exceed 1¼ inch in height regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Current hairstyles may be worn as long as they meet set standards and do not detract from the uniform. They are subject to review by the Merced Sheriff's Office Administration. See Figure 3.1.

Figure 3.1 Grooming Standards for Hair - Male



1044.2.4 Sideburns

If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear. Sideburns will end in a clean-shaven horizontal line. See Figure 3.2

Figure 3.2 Grooming Standards for Sideburns



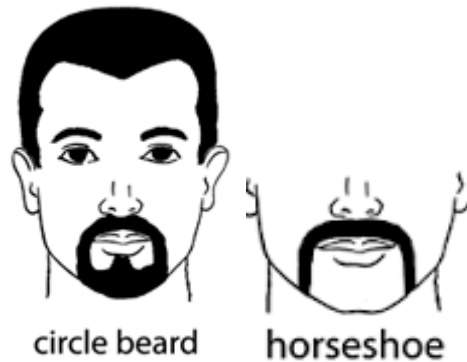
Mustaches /Goatees

Male Deputies and Officers may have mustaches or goatees; however they will be conservative (moderate, being within reasonable limits; not excessive or extreme). No portion of the mustache shall extend below the lip line of the upper lip. Horseshoe style mustaches are authorized. See Figure 3.3. Goatees are authorized and will be neatly trimmed and no longer than 1/2 inch in length. For S.W.A.T. and S.E.R.T. members the gas mask must seal over the mustache/goatee.

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Figure 3.3 Grooming Standards for Goatees & Horseshoe Mustaches



Beards

Beards are only authorized for positions that are designated by the Merced County Sheriff's Office Administration and when authorized by the Sheriff on the advice of a medical official. If the Sheriff authorizes, members will keep all facial hair trimmed not to exceed 1/2 inch in length. Individuals granted a shaving waiver will not shave or trim any facial hair in such a manner as to give a sculptured appearance. Supervisors will monitor progress in treatment to control these waivers. If necessary for medical reasons, facial hair will be kept neat and conservative (moderate, being within required limits (not more than 1/2 inch); not excessive or extreme), as defined by the Sheriff.

Hair-Female

Hair will be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail. If worn, hairpins, combs, headbands, elastic bands and barrettes must match the hair color (i.e., blonde, brunette, natural red, black, grey), but hair must still comply with appearance standards. Ornaments are *not* authorized (i.e., ribbons, beads, jeweled pins). Scrunches are not authorized.

The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will *not* present the appearance of a —rooster tail; when hair is in a bun, all loose ends must be tucked in and secured; when hair is in a pony tail, it must be pulled all the way through the elastic band and may hang naturally downward and not extending below the horizontal level of the bottom of the uniform patch when the employee is standing erect. As with all hairstyles, a neat and professional image is essential.

Hair color, highlights, and frosting are allowed. The colors must not detract from the uniform and are subject to review by the Merced County Sheriff's Office Administration.

Fingernails

Nail polish will be a single color that does not distinctly contrast with the Deputy or Officer's uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized.

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Fingernails must not exceed ¼ inch in length beyond the tip of the finger and must be clean and well-groomed. Fingernails must not interfere with the performance of assigned duties. Fingernails must not hinder proper fit of prescribed safety equipment or uniform items. **See Figure 3.4 & Figure 3.4A**

Figure 3.4 – Fingernail Standards – Allowed



Figure 3.4A – Fingernail Standards – Not Allowed



Cosmetics

Deputies or Officers may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Deputies or Officers will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.

Tattoos/Brands/Body Markings/Body Art

For purposes of this instruction, a tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including pictures, designs, or markings only detectible or visible under certain conditions (such as ultraviolet or invisible ink tattoos). A brand is defined as a picture, design, or other marking that is burned into the skin or other areas of the body. Body markings are pictures, designs, or other markings as a result of using means other than burning to permanently scar or mark the skin.

Tattoos/Brands/Body Markings/Body Art (Unauthorized content)

Tattoos/brands/body markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform. Tattoos/brands/body markings with unauthorized content that are prejudicial to good order and discipline or the content is of a nature that

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tends to bring discredit upon the Department are prohibited both in and out of uniform.

Tattoos/Brands/Body Markings/Body Art (Standards)

- 1) Uniformed personnel in public view: Tattoos, scarifications, or brandings or any part thereof worn by uniformed Sheriff's Department personnel shall not be visible and must be covered with a bandaging type material or other attire in accordance with approved uniform standards
- 2) Uniformed personnel not in public view: Tattoos, scarifications, or brandings or any part thereof worn by uniformed Sheriff's Department personnel may be visible.
- 3) Tattoos/Brands/Body Markings/Body Art is prohibited from being displayed by personnel appearing in court in uniform or civilian attire, regardless of the lack of notice an employee is given to report to court (i.e. Dispatch summons, supervisor's order, telephone call from prosecutor, judge, etc., the employee must still comply with this directive.
- 4) All uniformed female personnel, both sworn and non-sworn, may wear only one set of stud-type earrings with only one earring per ear. Earrings may be worn only in the earlobes. The earrings shall be plain and no more than ¼ inch in diameter. The piercing and wearing of associated jewelry in all other visible parts of the body is prohibited.
- 5) Non-uniformed sworn female personnel may wear two sets of earrings per ear. Earrings may be worn only in the earlobes. The earrings shall be no more than one inch in diameter and extend no further than one inch from the bottom of the ear. Earring styles should not be excessive or inappropriate as determined by a supervisor.
- 6) All uniformed and non-uniformed male personnel, sworn and civilian, will not wear any visible type of jewelry designed for display through the act of body piercing.
- 7) Uniformed and non-uniformed civilian and volunteer personnel must comply with this directive

Tattoos/Brands/Body Markings/Body Art (Concealment Options)

The following tattoo/body art concealment options may be exercised by any eligible employee who qualifies under the listed criteria: CRITERIA: This policy applies only to:

1. The employee's arms
 2. The tattoo/body art must not extend beyond the bend of the elbow. For the purposes of this policy, the "bend of the elbow" is defined as the inside crease between the forearm and the upper arm and/or the upper point of the elbow bone.
 3. Any tattoo/body art below the bend of the elbow must be concealed by a department approved long sleeve shirt.
- CONCEALMENT OPTIONS (bend of the elbow and above):
1. Cosmetic/theatrical makeup products may be utilized to conceal tattoos/body art.
 - a) The product may not stain the uniform shirt.
 - b) The product must completely conceal, not minimize, the visibility of the tattoo/body art.
 - c) The product's color must match the employee's skin tone and area in a manner that is not obvious, awkward, or unsightly.
 2. Fabric-based products may be utilized to conceal tattoos/body art. These products are typically sleeves designed specifically to conceal tattoos/body art.
 - a) The sleeve(s) must be worn under the shirt sleeve.
 - b) The sleeve(s) must not extend beyond the bend of the elbow.
 - c) The sleeve(s) must be of good quality and made by a reputable manufacturer.
 - d) The sleeve(s)' color must match the employee's skin tone in a manner that is not obvious, awkward, or unsightly.
- INSPECTION AND INTERPRETATION: Prior to appearing in public with any concealment option, the employee must have a supervisor inspect and approve the concealment option. It is recognized that there may be differing opinions regarding whether the option utilized by the employee meets the standards of this policy. In such an event, the Sheriff or his/her designee will have the sole and final authority to

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approve the option.

Tattoos/Brands/Body Markings/Body Art (Exceptions)

No exemptions will be granted for any preexisting tattoos, scarifications, brands, and piercings regardless of the nature and type of tattoos, etc.

Cosmetic tattooing

Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women. When not medically directed, cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e. eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, not distinctly contrast with their complexion, and in good taste.

Body Piercing/Ornamentation/Alteration/Modification

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited.

Body Piercing/Ornamentation

With the exception of earrings for women. All personnel are prohibited from attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, eye brows, lips, or any exposed body part (includes visible through the uniform).

Dental ornamentation

Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited. Waivers are not required for personnel with permanent yellow gold, white gold or platinum caps that were applied as a result of dental/medical necessity.

Body Alteration/Modification

Intentional alterations and/or modifications to a members body that result in a visible, physical effect that disfigures, deforms or otherwise detracts from a professional law enforcement image are prohibited. Examples of prohibited conduct include (but are not limited to) tongue splitting or forking, tooth filing, acquiring visible, disfiguring skin implants, and gouging (piercing holes large enough to permit light to shine through.)

Intentionally alter and/or modify any part of the body

Members who intentionally alter and/or modify any part of their bodies in order to achieve a visible, physical effect that disfigures, deforms or otherwise detracts from a professional law enforcement image may be subject to disciplinary action.

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Court Appearances

Regardless of the lack of notice an employee is given to report to court (i.e. dispatcher page or call, supervisor's order, telephone call from prosecutor, judge, etc.) all employees, regardless of assignment, shall comply with this policy.

Supervisor Responsibility

Supervisors are responsible for ensuring that respective personnel are in compliance with this policy. It is recognized that there are circumstances that cannot be addressed completely by this policy. The final decision regarding any deviation from this policy will be determined by the Sheriff or his/her designee.

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Merced County Sheriff's Office

Corrections Division

Subject:	Corrections Carry Concealed Firearm Permit	Policy Number: 01.19
Approved Date: 9-14-2017		Approved By: Captain Sullivan
Issued Date: 9-14-2017		Revision Date:
Related Orders:		

PURPOSE AND SCOPE

The Sheriff has the statutory discretion to issue a license/permit to carry a concealed firearm to Correctional Officers of this department. This policy will provide a written process for the application and issuance of such permits.

APPLICANT REQUIREMENTS

In order to grant a concealed weapons permit, the applicant must meet the following requirements:

- (a) Be at least 21 years of age.
- (b) Be of good moral character.
- (c) Be free from any medical and psychological conditions that might make the applicant unsuitable for carrying a concealed weapon.
- (d) Successful completion of a POST/STC certified PC832 Laws of Arrest and Firearms Course or equivalent.
- (e) Successful completion of a STC certified Adult Corrections Officer Core Course or an Adult Corrections Officer Supplemental Core Course.
- (f) Successful completion of the Merced County Sheriff's Correctional Division Trainee Program.
- (g) Successful inspection by a Department Firearms Instructor of the concealable firearm(s) to be carried prior to issuance of permit.
- (h) Successful qualification by a Department Firearms Instructor of the concealable firearm(s) to be carried prior to issuance of permit.
- (i) Qualified weapons must be on record with the department range staff.
- (j) Meet the criteria hereinafter stated.

APPLICATION PROCESS

Any Correctional Officer applying for a permit to carry a concealed weapon shall first meet the above requirements. Once the requirements have been met, the Officer will request the issuance of a CCW identification card from a Correctional Lieutenant. The Correctional Range Supervisor will provide verification of the completion of the range requirements listed above.

The Sheriff of Merced County or their designee will make the determination of whether an applicant meets the requirements and the final approval for issuance. The permit may be denied, suspended or revoked at any time and is at the discretion of the Sheriff.

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WEAPONS INSPECTION

Prior to the issuance of the permit, the applicant shall submit any weapon to be considered for licensing purposes to the department's Rangemaster for a safety inspection. The Sheriff reserves the right to deny a license for any weapon that is illegal or that the Sheriff deems unsafe. The any alteration (excluding grips) of any previously approved weapon including, but not limited to adjusting trigger pull, adding laser sights or other modifications shall require resubmission of the weapon to be considered for licensing purposes to the department's Rangemaster for a safety inspection.

WEAPONS PROFICIENCY

Prior to approval of the permit, the applicant shall complete a weapons proficiency course of fire (qualification) with each weapon to be licensed. The qualification will be administered by a department Rangemaster. Written evidence of the qualification and the weapons used will be provided to the Correctional Lieutenants and will contain the Weapon Make, Model Caliber and Serial Number.

The Rangemaster will maintain a record of the qualifications and weapons used. Correctional Officers will qualify at a minimum annually, with the authorized firearm at a course approved by this department.

CONCEALED WEAPONS PERMITS RESTRICTIONS

The license will be subject to any and all reasonable restrictions or conditions the Sheriff has deemed warranted, including restrictions as to the time, place, manner and circumstances under which the person may carry the concealed firearm. Any violation of any of the restrictions and conditions may result in the immediate revocation of the license.

The license shall not apply:

- (a) While licensee consumes or is under the influence of any alcoholic beverage.
- (b) While the licensee is under the influence of any medication or drug whether prescribed or not which according to the licensee's treating physician or the manufacturers' warning labels provide notice that the drug(s) may impair mental and/or physical capabilities.
- (c) To any firearms not listed on the license.
- (d) At any location where alcohol is the primary product being served (e.g. bars, night clubs). The licensee may carry concealed in restaurants that serve alcohol in addition to a regular menu. The licensee shall not consume alcohol nor be present in the area that is primarily used to serve alcohol.
- (e) While in the commission of any crime.
- (f) Outside the state of California.
- (g) To firearms loaded with non-factory manufactured ammunition.
- (h) Any previously approved weapon with illegal or unsafe alteration.

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The licensee shall not:

- (a) Refuse to show the license or provide for inspection the concealed weapon and ammunition carried under the license to any peace officer upon lawful demand.
- (b) Interfere with any law enforcement officer's duties.
- (c) Falsely represent themselves as a peace officer.
- (d) Brandish a firearm unreasonably or without justification.

The licensee shall:

- (a) Whenever contacted by a law enforcement official, in the event the licensee is carrying any concealed firearm under the license, the licensee must advise that official of the presence of the firearm(s).
- (b) Be responsible for complying with the regulations concerning firearms and weapons of those respective carriers, facilities and properties.
- (c) Immediately notify this department of any restraining orders, arrests or warrants that are issued against the licensee.

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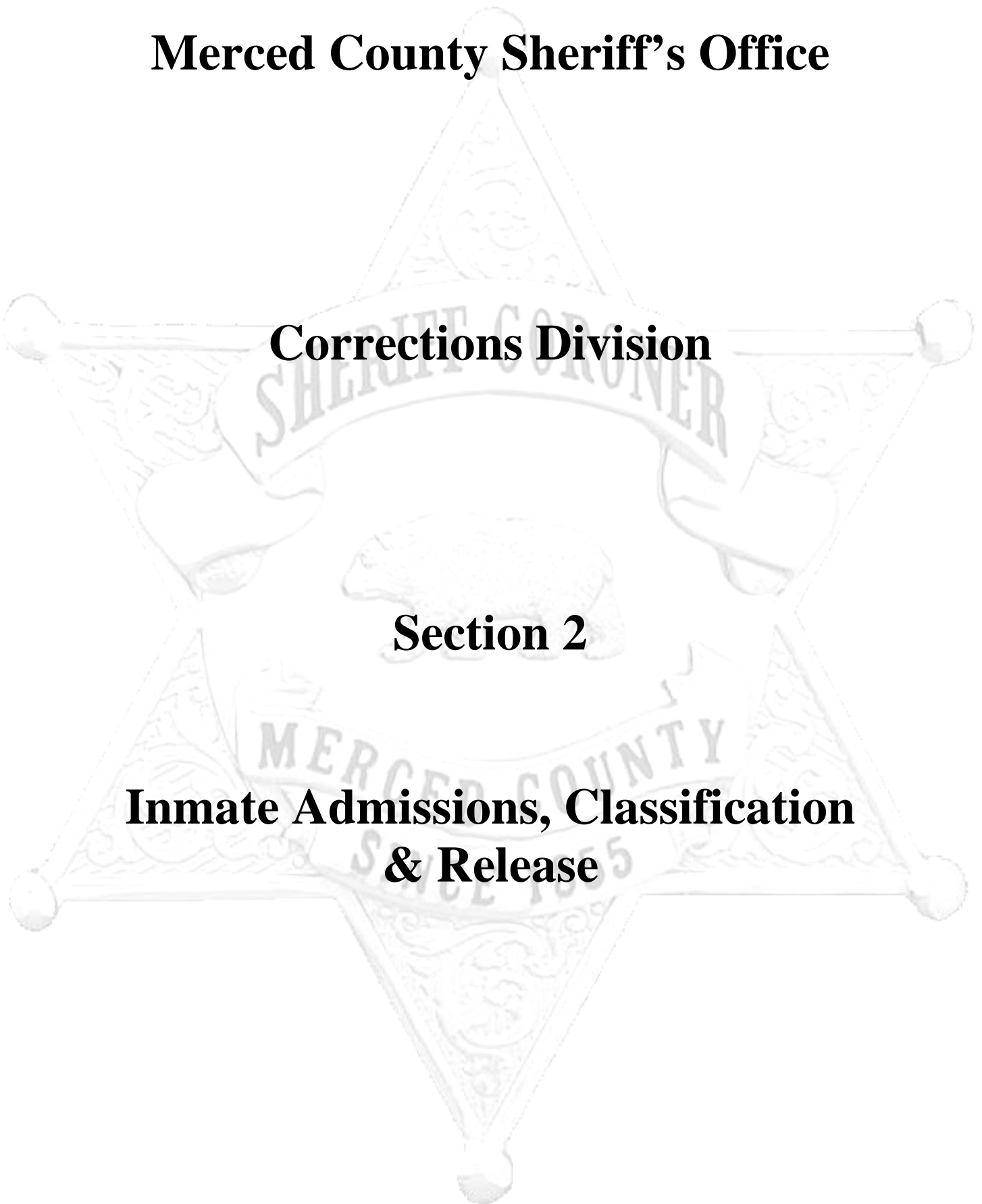
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Merced County Sheriff's Office

Corrections Division

Section 2

Inmate Admissions, Classification & Release



Merced County Sheriff's Office

Corrections Division

Subject:	Inmate Record Keeping	Policy Number: 02.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division maintains electronic files in the Jail Management System (JMS) for each inmate confined, containing relevant information concerning the inmate. Records are secured and restricted from access by other inmates or other unauthorized persons.

PROCEDURE:

The Merced County Corrections Division maintains a confidential file on each inmate. Documents in the file are identifiable by source and authenticity. Shift supervisors have the responsibility and authority to maintain the file system. Files are reviewed and/or updated when there is any change to the inmate's case or status.

Inmate File:

Files are initiated during the booking process. Each file contains information gathered at each stage of the inmate's incarceration, to include (if available) the following:

1. Booking Card with inmate photo, signed;
2. Property Inventory Form, signed;
3. Medical Intake Assessment Form, signed;
4. Initial Classification Assessment Form, signed;
5. Electronic Probable Cause Document (ePCD), if applicable;
6. Pre-booking Property Form, signed;
7. Special commitment instructions and legal documents, including minute orders, detainers and holds;
8. CLETS communications to/from other agencies (if applicable);
9. Property release forms (if applicable);
10. Time figure form;
11. Disciplinary actions, including detailed descriptions of incidents resulting in harm to staff, inmates, or others.

Initiation of File:

The booking staff member is responsible for initiation and development of the inmate file.

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File Storage:

Inmate records are stored in the electronic Jail Management System. Inmate file material must be maintained in a confidential manner. Records in use are closely supervised and controlled by staff members only. No unauthorized person may have access to inmate records. Upon release of an inmate, the signed Inmate Property Release form, signed Inmate Funds Release receipt, the signed Cite and Release paperwork, if applicable, and any Release Authorization Forms will be scanned into the document section of the inmates' electronic file in the Jail Management System

Release of File Information:

Release of inmate file information, including information regarding visitation, medical information and Probable Cause arrest forms, are strictly limited to conform to appropriate federal, state, and local statutes. Records are available to appropriate federal, state, local, and other authorities demonstrating an *official need to know*. No inmate file material will be removed from the facility or reproduced for any authority without written application or *court order* and the approval of the Corrections Lieutenant.

For purposes of this policy and production of records in court, the Records Supervisor is designated as the official custodian of inmate records.

Inmates are **not** permitted access to their file, without subpoena, or the files of other inmates under any circumstances.

Specifics:

The following information may be released to the media or general public:

1. Full name
2. Date of Birth
3. Occupation
4. Physical Description
5. Date and Time of Arrest
6. Arresting Agency
7. Date and Time of Booking
8. Amount of Bail
9. Housing Facility
10. All Current Charges Including Warrants and Holds

The following information ***shall not be released*** to the media and general public:

1. Inmate Medical Condition
2. Classification Status
3. Inmate Visitors Information
4. Personal Property
5. Cash Account Information
6. Transportation Information

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7. Home address / Phone Numbers
8. Social Security Number
9. Driver License Number
10. Court Appearance Information (Media/Public may call the courts)
11. Release dates
12. Photo/Image

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Merced County Sheriff's Office

Corrections Division

Subject:	Jail Admission	Policy Number: 02.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 02.03 & 03.03		

POLICY: The Merced County Sheriff's Office Corrections Division maintains guidelines for admittance and processing of arrestees and inmates into the Merced County Corrections Facilities includes verification of legal confinement, identification, screening, classification, searching, and issue of clothing and sundry items while maintaining security and operational integrity of the jail. Admission includes; Photo Imaging, Live Scan fingerprinting and the collection of DNA (if warranted).

PROCEDURE:

Initial Processing:

Initial officer-inmate contact is most often in the *Intake* or *booking area* of the main jail. This first meeting normally occurs in the presence of the arresting or transporting officer(s).

All firearms, ammunition and knives of arresting or transporting officers are to be secured outside before entering either of the detention facilities.

The intake officer(s) verifies the identification of the arresting or transporting officer before he/she and the arrestee are allowed to enter the *booking area*. It is also the responsibility of the intake/control officer(s) to ensure that the arresting/transporting officer(s) have completed a pat down search of the arrestee in the Pre-Book area, prior to entering the booking area. The arresting/transporting officer(s) must retain control and custody of his/her detainee at all times until cleared to leave the facility by the medical intake nurse and/or intake officer(s).

During the intake procedure the correctional officer and/or booking officer completing the intake and booking process will:

1. Conduct a *pat-down search* of the arrestee and inspect their property immediately upon entering the admission area. The search may include any reasonable and lawful means to determine that no weapon or contraband is introduced into the holding area. More extensive, searches may be conducted in accordance with Merced County Corrections Division Policy *03.03 Searches*.
2. Observe the arrestee visually for obvious signs of injury or illness, making sure to ask the appropriate medical questions. If the arrestee is in need of *immediate emergency medical or mental attention or appears to be under the influence*, the intake officer will notify medical staff immediately and notify the arresting or transporting officer that medical clearance is

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required.

3. Require that the arresting officer, delivering the arrestee, present a *probable cause arrest form, pre-book property form, certified court order, judgment commitment order, or equivalent*, which provides documented authority to commit or detain the arrestee.
4. Inspect the documents presented to ensure certification or otherwise verify the documents as legal, valid, and accurate.
5. Determine if the arrestee is eligible for entry and can be appropriately housed in the facility.
6. The arresting/transporting officer then relinquishes custody of the arrestee, and may depart the facility.
7. The arrestee may then be booked into the facility.

Arrestees **must** not be accepted into the Merced County Corrections Facilities and will remain in the custody of the arresting or transporting officers, under the following conditions:

1. Inaccuracies exist in the arresting/transporting officers paperwork;
2. There is a question as to the identity of the inmate in comparison to the accompanying paperwork;
3. Transporting or arresting officer(s) cannot provide a warrant abstract if the arrestee was arrested on an out of county warrant;
4. The arrestee has not been medically cleared by on duty medical staff;
5. Arrestee requires *other special needs* that our facilities cannot reasonably provide.

In the case where a correctional officer suspects or hears an outcry in which constitutional rights have been violated, the correctional officer is to notify their supervisor immediately to investigate or resolve the complaint.

Telephone Access:

Immediately after booking, but in no case later than three (3) hours after *time of arrest*, inmates are permitted to make at least three (3) completed telephone calls. Reasons for restricting an inmate from using the telephone may include; they are a threat to the safety and security of the correctional officers, the facility, or other inmates or themselves.

Criminal History Checks:

Classification officers will run a criminal history check of all inmates being held in custody through the National Crime Information Computer (NCIC) system. State and local background checks are also made for each new inmate. This process must be completed during the first twenty-four hours the inmate is in the facility.

Medical, Dental, Mental and Suicide Screening:

Medical, dental, mental health and suicide processing procedures also begin with admission. The admissions staff interviews the inmate and obtains as many items of information, required by the facility's medical intake screening form, as possible.

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The medical staff at the facilities are to be notified if the inmate has any medical problems or appears to be under the influence of any substance.

New inmates suspected of *harboring communicable diseases* are to be isolated at once. In such a case, unless a medical staff member documents the determination that adequate facilities are available in the facility, the shift supervisor arranges for a necessary escort to a proper medical facility

Refer to specific Merced County Corrections Division procedures for processing inmates who are known or claim to be *HIV-positive*, and the medical and non-medical handling of HIV-positive inmates.

Property Processing:

All inmate personal items and clothing are properly stored in accordance with Merced County Correctional Division *Policy 02.03, Inmate Personal Property*. Cash and personal property is taken from the inmate upon admission, listed on a property inventory form, and securely stored pending the release of the inmate. The form is signed by the inmate and they are given a copy of the form. Any additional property received by detention staff will be added to the property inventory in the computer system. A copy will be forwarded to the inmate.

Orientation, Rules, and Regulations:

A list of *inmate rules* is given to all inmates. Staff assists inmates with disabilities in understanding applicable rules.

Traffic in the Booking Area:

Movements through the booking area are to be handled and controlled to ensure that proper identification is maintained and that searched and un-searched inmates and others do not come into contact with each other. Intake staff will ensure separate classifications/gender or known enemies are secured and are not housed in the same areas.

Clothing and Other Issue for New Inmates:

Each incoming inmate that is not going to be released on his/her own recognizance or bailed out must be fitted with clothing suitable for their classification, and provided toiletry items.

Housing Assignment:

Following processing, each inmate is assigned to a housing area in accordance with the classification system.

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Merced County Sheriff's Office

Corrections Division

Subject:	Jail Admissions (Pandemic Emergency)	Policy Number: 02.02A
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 02.02, 02.03, 03.03, 09.06		

POLICY: The Merced County Sheriff's Office Corrections Division maintains guidelines for Admittance and processing of arrestees and inmates during a **Pandemic Emergency** and will follow the normal admissions procedures outlined in *Sections 02.02, Jail Admissions and 09.06, Blood Borne Pathogens & Communicable Diseases*, with some added *Intake Screening measures* to address the identification and quarantining of infected persons to ensure safety of inmates and staff.

DEPARTMENTAL INTEREST:

It is in the interest of the Merced County Corrections Division to detect and isolate infected persons upon admission to protect the inmate population and staff from contamination.

PROCEDURE:

Initial Processing:

Initial officer-inmate contact is most often in the *Intake* or *booking area* of the main jail. This first meeting normally occurs in the presence of the arresting or transporting officer(s).

All firearms, ammunition and knives of arresting or transporting officers are to be secured outside before entering either of the detention facilities.

The intake officer verifies the identification of the arresting or transporting officer before he/she and the arrestee are allowed to enter the *booking area*. It is also the responsibility of the intake/control officer(s) to ensure the arresting/transporting officer(s) have completed a pat down search of the arrestee in the Pre-Book area, prior to entering the booking area. The arresting/transporting officer(s) must retain control and custody of his/her detainee at all times until cleared to leave the facility by the medical intake nurse and/or intake officer(s).

During the intake procedure the correctional officer and/or booking officer completing the intake and booking process will:

1. Conduct a *pat-down search* of the arrestee and inspect their property immediately upon entering the admission area. The search may include any reasonable and lawful means to determine that no weapon or contraband is introduced into the holding area. More extensive, searches may be conducted in accordance with Merced County Corrections Division Policy *03.03 Searches*.

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2. Observe the arrestee visually for obvious signs of injury or illness, making sure to ask the appropriate medical questions. If the arrestee is in need of *immediate emergency medical or mental health attention or appears to be under the influence*, the intake officer will notify medical staff immediately and notify the arresting or transporting officer that medical clearance is required.
3. Require that the arresting officer, delivering the arrestee, present a *probable cause arrest form, pre-booking property form, certified court order, judgment commitment order, or equivalent*, which provides documented authority to commit or detain the arrestee.
4. Inspect the documents presented to ensure certification or otherwise verify the documents as legal, valid, and accurate.
5. Determine if the arrestee is eligible for entry and can be appropriately housed in the facility.
6. The arresting/transporting officer then relinquishes custody of the arrestee, and may depart the facility.
7. The arrestee may then be booked into the facility.

Arrestees **must** not be accepted into the Merced County Correctional Facilities and will remain in the custody of the arresting or transporting officers, under the following conditions:

1. Inaccuracies exist in the arresting/transporting officers paperwork;
2. There is a question as to the identity of the inmate in comparison to the accompanying paperwork;
3. Transporting or arresting officer(s) cannot provide a warrant abstract if the arrestee was arrested on an out of county warrant;
4. The arrestee has not been medically cleared by on duty medical staff;&
5. Arrestee requires *other special needs* that our facilities cannot reasonably provide.

In the case where a corrections officer suspects or hears an outcry in which constitutional rights have been violated, the corrections officer is to notify their supervisor immediately to investigate or resolve the complaint.

Telephone Access:

Immediately after booking, but in no case later than three (3) hours after *time of arrest*, inmates are permitted to make at least three (3) completed telephone calls. Reasons in which an inmate will not be permitted telephone use; they are a threat to the safety and security of the correctional officers, the facility, other inmates or themselves..

Criminal History Checks:

Classification officers will run a criminal history check of all inmates being held in custody through the National Crime Information Computer (NCIC) system. State and local background checks are also made for each new inmate. This process must be completed during the first twenty-four hours the inmate is in the facility.

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Medical, Dental, Mental and Suicide Screening:

Medical, dental, mental health and suicide processing procedures also begin with admission. The admissions staff interviews the inmate and obtains as many items of information, required by the facility's medical intake screening form, as possible.

The medical staff at the facilities are to be notified if the inmate has any medical problems or appears to be under the influence of any substance.

New inmates suspected of *harboring communicable diseases* are to be isolated at once. In such a case, unless a medical staff member documents the determination that adequate facilities are available in the facility, the shift supervisor arranges for a necessary escort to a proper medical facility

Refer to specific Merced County Correctional Facilities procedures for processing inmates who are known or claim to be *HIV-positive*, and the medical and non-medical handling of HIV-positive inmates.

Property Processing:

All inmate personal items and clothing are properly stored in accordance with Merced County Corrections Division Policy 02.03, *Inmate Personal Property*. Cash and personal property is taken from the inmate upon admission, listed on a property inventory form, and securely stored pending the release of the inmate. The form is signed by inmate and he/she is given a copy of the form. Any additional property received by detention staff will be added to the property inventory in the computer system. A copy will be forwarded to the inmate.

Orientation, Rules, and Regulations:

A list of *inmate rules* is given to all inmates. Staff assists inmates who are illiterate in understanding applicable rules.

Traffic in the Booking Area:

Movements through the booking area are to be handled and controlled to ensure that proper identification is maintained and that searched and un-searched inmates and others do not come into contact with each other. Intake staff will ensure separate classification/gender or known enemies are secured and are not housed in the same areas.

Clothing and Other Issue for New Inmates:

Each incoming inmate that is not going to be released on his/her own recognizance or bailed out must be fitted with suitable clothing and provided toiletry items.

Housing Assignment:

Following processing, each inmate is assigned to a housing area in accordance with the classification system.

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Merced County Sheriff's Office

Corrections Division

Subject:	Inmate Personal Property	Policy Number: 02.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 02.06 & 02.09		

POLICY: The Merced County Sheriff's Office Corrections Division inventories inmate's personal property, including; documenting, labeling and securing the property during the inmate's incarceration.

Inventory:

All property, cash and clothing must be inventoried during booking in the Jail Management System. All personal property, excluding clothing, must fit into an 8.5" x 11" plastic property bag, except property booked by Merced County Sheriff's Office Deputies. Any excess property and/or clothing will not be accepted and is the responsibility of the arresting agency.

The Property Inventory includes the following information:

1. Number of individual items, i.e.; (2) stud earrings, (1) Red Bic Lighter...
2. Description of the property items in sufficient detail for easy identification, such as; Brand names, color and model numbers.
3. Condition of the item, i.e.: broken, bent, missing stone, discolored...
4. Checkbook, with check number series, i.e.: #101 to 125...
5. Disposition of the items i.e.; "taken as evidence."

The Property Inventory form is distributed to:

1. Inmate File (Signed by inmate)
2. Property Bag
3. Inmate

If the inmate refuses to sign the form, the officer will make the proper notation.

The inmate may fill out a Pre-Authorizing Property Release Form to expedite the Property Release process. If the property is released, the signed property release form will be scanned into the inmate file.

Paper transport clothing and State Hospital Clothing is not subject to inventory. Paper clothing is to be discarded at the time of Dress-Out. The tan State Hospital clothing may be used to dress-out releasing inmates if their personal clothing is damaged, unserviceable or missing. (*See Merced County Corrections Division Policy Section 02.06 - Inmate Dress-Out*).

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Approved Property Items:

Allowable items for retention by inmates in the facility may include any of the following:

1. Legal documents and papers.
2. Prosthetic limbs.
3. Prescription glasses.
4. Dentures.
5. Address book or list of addresses.
6. Items approved by the Medical Authority.
7. Other, as approved by the shift supervisor.

An inmate is limited to the amount of property that can be stored in an authorized storage container provided by the facility. Inmates are not permitted to give or receive property to or from other inmates.

Unauthorized Items:

The following items will not be inventoried and/or stored in Merced County Corrections Facilities:

1. Perishable food.
2. Illegal Narcotics or paraphernalia.
3. Alcohol.
4. Any backpack or purse too large to fit into an 8.5" x 11" storage bag.
5. Bicycles or vehicles.

All property belonging to prisoners booked by Merced County Sheriff's Office Deputies will be accepted and stored.

Lost / Missing Property Notifications:

The Title 15 Compliance Officers at each facility is responsible for identifying, collecting and processing lost or missing inmate property. The Title 15 Officer will notify the former inmate, by mail that their personal property has been located and allows for 90 days to be picked up by the person or their designated substitute. The letter will include the contact number for the Title 15 Compliance Officer, to schedule a pick-up appointment.

Former Inmates may either pick-up the property or donate the property to the County of Merced. If there is no contact by the former inmate within 90 days, the property will be listed on a Merced County Risk Management Inventory Form and transferred to the Property Warehouse. Proceeds are added to the Merced County General Fund.

If an inmate is found to be in-custody at another facility within the State of California, the Transportation Sergeant may make arrangements to forward the property to the facility and obtain documentation showing the transfer was successfully completed.

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The Title 15 Compliance Officers are responsible for monthly property reviews. Any lost or missing property will be noted on a Property Inventory Form and forwarded to the Main Jail Day Shift Sergeant for reporting to Merced County Risk Management for claim dispositions.

Storage:

Each facility maintains a secure storage area. No inmates will be involved in the search, inventory, or storage process. The inmate's personal property bag will be placed into a blue STRONG-BAG with the inmate's clothing. A second inmate I.D. card will be placed in the window on the side of the STRONG-BAG and hung on the property rack with the ID card facing out. The STRONG- BAGs shall be hung in alphabetical (Last Name) order.

Transfer of Property:

The inmate's property will be transferred with the inmate to either facility during the same transport detail (See Section 02.09 Release and Transfer of Inmates).

Removal of Item from Property:

Upon *approval from shift supervisor*, personal property may be removed from an inmates' property. The property bag will be resealed and the property inventory sheet will be updated in the Jail Management System. A brief Incident Report will be completed outlining the transaction.

Funds:

All cash received at booking is counted and added to the inmate's account. Change is inventoried and added to the inmate's account. Checks from other county facilities will be added to the inmate's account. Non-governmental checks will be logged, with check number, on the Inventory Form and placed into the inmate's property bag.

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Merced County Sheriff's Office

Corrections Division

Subject:	Classification of Inmates	Policy Number: 02.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 09.03		

POLICY: The Merced County Sheriff's Office Corrections Division classifies inmates confined in its facilities, given the physical constraints of the existing jail structures, in a way that furthers officer and public safety, while providing reasonably safe and humane housing for inmates.

DEFINITION:

Inmate Classification - is a means of identifying and categorizing various inmate traits, characteristics, and potential risk factors. Criteria shall not include race, ethnicity, or religious preference. This classification plan has as its goal, the objective categorization of all inmates in the system.

PROCEDURES:

Initial Designation:

The Merced County Corrections Division classification system initially assigns inmates based on a classification assessment of their safety and security needs. This system operates under the supervision of the Classification Sergeant and is managed by a Corrections Lieutenant.

The classification system will distinguish inmate population according to predetermined classification standards.

Once classified, each inmate is assigned a housing area. A classification reassessment will be conducted if the inmate's safety and/or security are jeopardized.

Housing Classification:

The Merced County Corrections Division attempts to maintain a sufficient number of different types of cells and housing areas appropriate for various categories of the shifting inmate population.

Refer to Merced County Corrections Policy 09.03 Inmate Suicide Watch for procedures on handling those inmates deemed at risk for suicide.

Initial Intake Screening Classification:

The initial classification process will be conducted by a designated classification officer. Inmates shall be classified and housed in the least restrictive housing available without jeopardizing staff, inmates, or the public, utilizing risk factors which include any or all of the following:

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1. Current offense or conviction
2. Holds or detainers
3. Conviction history
4. Escape history
5. Institutional disciplinary history
6. Stability Factors
7. Gang affiliation
8. Mental health
9. Medical problems

Custody levels and special housing needs shall be assessed to include minimum, medium, and maximum custody levels and the placement of inmates to and from special units including Protective Custody, Sensitive Needs, Victim Potential, Special Housing Unit, Administrative Segregation (Ad-Seg), and mental health and medical housing.

Special Conditions: May temporarily or permanently override a classification assessment.

- a. **All Medical Conditions** – Inmates with confirmed or potential illnesses, suicide risks, mental disabilities, developmentally disabled, alcohol or drug related conditions, temporarily or permanent, may be placed in separate housing and observed accordingly until a classification officer or medical professional has deemed them well enough or capable of returning to their regular housing unit. Individuals assigned to a sobering cell, or other cell utilized for this purpose, will be transferred to housing or holding area as soon as they can properly care for themselves.
- b. **Violent Inmates** – Inmates who are violently acting out will be confined to a cell utilized for this purpose. The status of such persons will be reassessed and documented at least every twenty-four (24) hours for continuance of status.
- c. **Protective Custody** - Inmates identified by classification officers as being verified protection cases or who provide staff with information that leads to a reasonable belief they will be endangered.
- d. **Female Inmates** – Female inmates will be housed separately from male inmates. However, males and females may simultaneously participate in work program activities when under direct, visual supervision.
- e. **Opposite Gender Cases** - If an inmate is found to be of the opposite gender of the population of the housing he/she is assigned to, he/she will be removed from that housing immediately. In situations where an inmate has partially completed a gender change procedure, the situation will be reviewed by the Corrections Lieutenant. The inmate will be housed alone pending completion of the review. Genital status will normally determine the gender by which institution staff will classify such an individual.

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When under direct visual supervision, inmates of different custody levels may simultaneously participate in work and program activities, at the discretion of the Corrections Lieutenant.

Records:

The classification determinations made will be recorded and stored in the classification section of the Jail Management System. Classification files will be maintained with appropriate security safeguards consistent with the Merced County Corrections Division policies and procedures. Classification forms will be stored electronically on a secure "Classification" drive on the Merced County Information Systems servers.

Appeals:

An inmate may appeal a classification assessment, housing, work, program assignment, and/or a reassessment using the grievance procedure. The Classification Sergeant will make the final determination of an inmate's classification following a grievance.

Limitations:

This is a goal-oriented process, and is naturally limited in a major way by the construction of the existing facility. The Classification Unit has limited or no means of controlling the number or type of offenders that may be sent to them for incarceration at any given time. However, continual efforts will be made to house inmates consistent with their individual classification. It should be remembered that each inmate entering the facility may have an *unknown prior history*. The art of effective classification is trying to determine what the prior history is and how it might affect the inmate's behavior and safety while in the facility.

Audit:

The Classification Sergeant conducts a continuing audit on the classification system. The audit will assess the following features of the objective classification system:

1. Inmates are classified prior to placement in inmate housing;
2. Inmates are housed according to their classification level;
3. Classification assessments are completed in an accurate and timely manner;
4. Assess need for special units;
5. Facility housing is being used in the best interest of the Classification System and the department.

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Merced County Sheriff's Office

Corrections Division

Subject:	Administrative Segregation	Policy Number: 02.05
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division provides facilities and programming which enable inmates to be confined in a variety of detention settings based on risk, status, and need for separation from other classes of inmates.

DEFINITION:

Administrative Segregation - A form of separation from the general population administered by classification when the continued presence of the inmate in the general population would pose a threat to life, property, self, staff or other inmates, or to the security or orderly running of the corrections facilities.

PROCEDURE:

Inmates may be placed in administrative segregation and out of general population when the inmate:

1. Poses a serious threat to life, property, self, staff, or other inmates;
2. Creates risk to the integrity of the facility or the maintenance of good order;
3. Is in protective custody, or requests administrative segregation for protection;
4. Is pending trial on an assault on Corrections Staff;
5. Highly publicized criminal case;
6. Has a medical need, less than placement in a hospital or medical ward;
7. Is pending a disciplinary investigation, hearing, or finding of the disciplinary officer.

Condition of Confinement in Administrative Segregation:

Conditions of confinement are basically the same in an *administrative segregation* unit or cell as that of the general population. Unless there are compelling reasons, inmates in administrative segregation are afforded the same privileges as other inmates.

Those who do not follow inmate rules, and are disruptive, are subject to the same conditions of discipline as other inmates. Discipline for inmates in administrative segregation may include:

1. Loss of *administrative segregation* status with movement back to the general population or to *disciplinary detention* status;
2. Movement to a stripped cell, or having the cell removed of furniture, or other amenities.

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Time spent in *administrative segregation* is determined by the Classification Sergeant based on the original reason for assigning the inmate to this classification, availability of resources, risk to the facility, risk to the inmate, and needs of other inmates.

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Merced County Sheriff's Office

Corrections Division

Subject:	Inmate Dress Out	Policy Number: 02.06
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 4-1-2017
Related Orders: MSO Corrections Policies 02.03, 02.09, 03.03; Title 15, Article 14, Section 1270		

POLICY: The Merced County Sheriff's Office Corrections Division ensures inmates housed in our facilities will be dressed in clean, serviceable clothing corresponding with their classification.

PROCEDURE:

Intake Dress-Out:

Once an arrestee has been booked and temporarily classified the below procedures will be followed:

1. The officer will retrieve the inmate's personal property and escort the inmate to the property room or dress-out room.
2. The officer will conduct a strip search in accordance with Merced County Corrections Division *Policy and Procedure 03.03*. Once the search is complete the officer will direct the inmate into a dress-out booth. The officer will place the inmates clothing and personal property into the property bag. The property bag will be tagged with the inmates I.D. Card and stored alphabetically on the racks in the property room.
3. The inmate will be given the appropriate clothing corresponding to their housing assignment and body size. The inmate will be issued a plastic container with bedding, extra undergarments and an admission kit. Two blankets or a sleep bag may be issued in place of one mattress cover or a sheet.
4. The inmate will keep the plastic container throughout their incarceration for storage. The inmate's hygiene items, drinking cup, commissary and personal items must fit within the plastic container.

Release Dress-Out:

When an inmate is to be released, this procedure will be followed:

1. The officer will notify the inmate of release and advise the inmate to "roll up" their issued items.
2. The officer will verify the inmate is properly identified.

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3. The officer will inspect the issued clothing and bedding to account for all issued items.
4. The inmate will be escorted to the property room and given their personal clothing. The inmate's personal property will be withheld until the release procedures are completed.
5. The inmate, dressed in street clothing will be kept separate from in custody inmates until the release process can be completed.
6. Follow Merced County Corrections Division *Policy Section 02.09* for release procedures.

Paper transport clothing and State Hospital Clothing is not subject to inventory. Paper clothing is to be discarded at the time of Dress-Out. The tan State Hospital clothing may be used to dress-out releasing inmates if their personal clothing is damaged, unserviceable or missing. (*See Merced County Corrections Division Policy Section 02.03 - Inmate Personal Property*).

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Merced County Sheriff's Office

Corrections Division

Subject:	Bail Bond & Warrant Surrender	Policy Number: 02.07
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division maintains guidelines for acceptance of individuals who are surrendering themselves to the county jail on an arrest warrant and for those whose bail bonds are being surrendered.

PROCEDURE:

When an individual reports to the lobby to self-surrender on a warrant or is brought into the facility by a bail bondsman on a bail surrender/revocation, the following procedures will be adhered to:

Arrest Warrant Surrender:

1. The Lobby personnel will request to see the individual's identification to verify ID information.
2. The lobby personnel will conduct a warrant check on the individual.
3. When it is verified that there is an outstanding warrant for that individual, if the warrant is a misdemeanor (unless the offense is non-citable), a citation will be issued and a court date given to the individual in accordance with current guidelines. If the warrant is a felony, the lobby personnel will contact the intake officer(s) to take custody of the individual for booking.

Bail Bond Surrenders/Revocations:

1. The Bail agent will identify themselves to Control and will identify the person they are surrendering in order to book the individual.
2. Intake officers will verify the individual and accept the Bail Agents documents, and ensure the paperwork is in order, and complete.
3. We will accept the bond surrender only if we are provided with the following documentation from the Bail Agent:
 - a. An original certified copy of the bond from the court –OR–
 - b. An affidavit given by the bail license or surety company listing all the specific information that would be included on a certified copy of a bail bond.

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4. The original bail receipt and three (3) copies of the bail surrender forms filled out by the person surrendering the prisoner.
5. The prisoner will be pat searched in the pre-booking area and his/her property will be inventoried.
6. The prisoner will be medically cleared and the Bail Agent will be allowed to leave.
7. If the prisoner is not cleared for incarceration, the Bail Agent will then take custody of the inmate and will be directed to the Hospital to obtain a medical clearance.
8. The Corrections Records Division will place the inmate on the New Arrest Calendar.

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Merced County Sheriff's Office

Corrections Division

Subject:	Bail Bond Ads & License	Policy Number: 02.08
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: Code of Criminal Procedure 17.141		

POLICY: The Merced County Sheriff's Office Corrections Division maintains guidelines for posting Bail Bonds Advertising in Merced County Corrections Facilities. Bail Bond Agents must be licensed by the California Department of Insurance. (Refer to: *CODE OF CRIMINAL PROCEDURE TITLE 1. CODE OF CRIMINAL PROCEDURE CHAPTER 17. BAIL*) Art. 17.141. In a county in which a county bail bond board regulated under Chapter 1704, Occupations Code, does not exist, the sheriff may post a list of eligible bail bond sureties whose security has been determined to be sufficient. Each surety listed under this article must file annually a sworn financial statement with the sheriff.

PROCEDURE:

A list of eligible bail agents will be posted in conspicuous places within the Booking/Intake areas and housing units within both the John Latorraca Correctional Center and the Main Jail Correctional Facility. The list of eligible bail-bond agents will be maintained by the assigned Sergeant.

1. The following information will be maintained:
 - a. The full name of the licensed bonds agent.
 - b. A copy of their California Driver's License or California Identification Card.
 - c. A copy of their current Bail Agent Identification Card.
2. All bond agents on the list will be checked to insure active status with the California Department of Insurance at www.insurance.ca.gov. In addition, the eligibility status of the list will be checked annually.
3. Agents bail bonds businesses will maintain a business address and phone in Merced County.
4. If a bond agent not on the list is posting bail, the officer processing the bond will check with the Department of Insurance at www.insurance.ca.gov to insure the bond agent has active status. A copy of the agents California Driver's License or California Identification Card and a copy of their current bail bonds identification card will be copied and placed with the release paperwork.

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Merced County Sheriff's Office

Corrections Division

Subject:	Release & Transfer of Inmates	Policy Number: 02.09
Approved Date: 7-10-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 7-10-2016
Related Orders: Penal Code 849(b), 849(b)(1), 849(b)(2), 849(b)(3), 853.6		

POLICY: The Merced County Sheriff's Office Corrections Division releases and transfers inmates following state and federal laws, while ensuring security of the facility and welfare of the inmate.

PROCEDURE:

Inmates are entitled to a timely release when they have made bond; been found *not guilty*; received a court-ordered release; completed a sentence; when their sentence has been modified by the court, or pursuant to Penal Code Section 849(b) as determined by the facility administrator and/or designee. Releases follow standard procedures to ensure proper documentation of the release, collection of property issued during incarceration, release of the inmate's property, and collection and storage of records related to the inmate's confinement.

Release pursuant to Penal Code Section 849(b):

California Penal Code Section 849(b) authorizes peace officers to release arrested persons from custody due to insufficient grounds to file a complaint against that person (Section 849(b)(1)), or because that person was under the influence of alcohol or drugs and no further action is desirable (Sections 849(b)(2) and (3)).

849(b) and 853.6 release processing includes the following elements:

1. Ensure the inmate's full booking information has been completed;
2. Confirm inmate has been cleared by medical staff for release;
3. The facility shift Sergeant or designated Officer-in-Charge will review and confirm all required documents are completed prior to inmate being released from custody.

Once the above listed process is completed, staff will follow the general release procedures to complete the release process.

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Policies and Procedures, E404 Release and Transfer Procedures

General release processing includes the following elements:

1. Authenticate release authorization documents;
2. Verify no outstanding warrants or detainers issued. If such exist, the appropriate authorities are notified of the release date;
3. Complete release arrangements;
4. Ensure victims and/or others that are required to be notified of release are notified;
5. Authentication of the inmate's identity by photograph;
6. Obtain signature of person being processed on release form;
7. Return personal effects or *stored contraband*;
8. Verify that no county property leaves the facility;
9. Complete any pending action, such as grievances or claims for damages or lost possessions;
10. Instruct person that mail received by our facilities will be marked *return to sender*;
11. Medical Authority shall be notified if there is a flag for medical clearance in the Corrections Management System before release;
12. Complete release procedure.

Release upon Acquittal:

When an inmate is acquitted by a jury the Court Deputy will contact the Main Jail to verify if the inmate has any current holds for outside agencies. If the inmate has a hold for an outside agency the inmate will be escorted back to the Main Jail and returned to custody. If the inmate does not have a hold from an outside agency, the inmate will be escorted to the Main Jail and placed in the lobby unrestrained for release processing. The inmate will not be brought into the jail. If the inmate is housed at the Main Jail their property will be retrieved from their housing assignment as well as their personal property from the property room. If the inmate is from JLCC, the shift Sergeant/OIC will contact the JLCC shift Sergeant/OIC and have the inmates property retrieved from their housing location as well as their personal property and brought up the Sergeant's Office. The inmate will be released from the Corrections Management System. Upon signing their release paperwork, the inmate will be instructed on how to pick up their property at JLCC or make arrangements to pick up their property at the Main Jail at a later time.

Release to Other Jurisdictions:

Inmates being released to other jurisdictions on a detainer or warrant are searched before being turned over to the custody of the transporting or receiving officers, whose credentials must be reviewed and determined appropriate prior to the inmate's release. The Medical Transfer Sheet, inmate property, inmate funds check (if applicable) and security-related information will be provided to the transporting officer.

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Records:

A record of release will be filed, including the date, time, and authority by which the release was authorized, along with a copy of the document authorizing the release. All medical, property release and other outlying records are placed in the release file as they arrive from other departments.

Personal Property:

When an inmate is released from custody, all county property is inventoried, returned, and receipted. In transfer releases, personal property is released to the receiving/transporting officer. Any applicable Inmate Funds will be mailed by the Business Office to the respective facility.

Victim Notification Program:

Upon request, victims will be notified prior to the release of an inmate from confinement. These actions will be completed and documented in the Booking Notification Section. An Incident Report will be written in the Jail Management System upon the inmate's release.

This policy does not create any individual rights or causes of action by inmates or other third parties.

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Merced County Sheriff's Office

Corrections Division

Subject:	Resources Available Upon Release from Custody	Policy Number: 02.09A
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division provides information on available community resources to inmates at their request upon release from custody.

PROCEDURE:

Inmates are given a list of available community resources at their request prior to being released from custody. If an inmate is being treated by medical or mental health they will receive informational care sheets provided by medical staff prior to release.

The following is a list of resource information available:

1. Mental Health Services;
2. Medical Services;
3. Prescription Information;
4. Indigent Health Care Program;
5. Treatment/Rehabilitation Programs;
6. Free Meal Programs;
7. Transitional Housing or Homeless Shelters;
8. Programs for Woman and Children;
9. Welfare and Job Placement Programs;
10. Religious Services;
11. Transportation Services Available;
12. Adult or Continuing Education.

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Merced County Sheriff's Office

Corrections Division

Subject:	Cash Bail / I.R.S. Reporting	Policy Number: 02.10
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: USC Title 21 802, Title 18 1951, 1952, 1955, 1956, 1957		

POLICY: The Merced County Sheriff's Office Corrections Division maintains guidelines for acceptance of cash money to post bail & guidelines for reporting funds to the Internal Revenue Service. Any monies collected over \$10,000.00 must be reported to the Internal Revenue Service if posted for any of the below charges (See Internal Revenue Service Reporting).

PROCEDURE: All cash bails will be processed at the Main Jail.

Cash Bail:

1. Verify the Inmate being bailed is in custody, has a specified bail amount and does not possess any holds or detainers.
2. Conduct a warrant check on the inmate to ensure no new warrants have been filed.
3. Accept the cash from the individual and count the cash in the view of the individual. Always have a second staff member count the cash to verify the amount.
4. Obtain a court date, either from the most current minute order, or, if new arrest, set the court date for 30 days in advance. Court dates must not be set for Fridays, holidays, or Court Furlough days.
5. A Cash Bail Envelope will be filled out and the money deposited inside. The envelope will be placed in the "Cash Bail" safe located below the Releasing Window.
6. A Cash Bail Receipt (duplicate pages) will be completed, which will serve as the Court Appearance form.
7. If the inmate is housed at JLCC the bail will be processed and the on duty Sergeant or Officer-in-Charge at JLCC will be notified so the inmate can be processed for release.
8. The Main Jail day shift Sergeant or Officer-in-Charge will be notified so the cash bail is presented to the courts for processing.

Internal Revenue Service (I.R.S.) Reporting:

When cash bail in the amount greater than \$10,000.00 is posted on any individual charged with a Federal criminal offense involving a controlled substance, racketeering or money laundering, the

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following procedures will be used as guidelines.

1. The staff member accepting the bail will obtain the following information from the individual who is putting up the bail. This information will be documented on the bail receipt, to be forwarded to the Sergeant/OIC. The Sergeant/OIC will then forward the information to the respective courts.
 - a. Name.
 - b. Address.
 - c. Social Security Number.
 - d. Copy of State Identification Card.
 - e. Date of Birth.
2. This above information is only required for specific offenses as noted below and is to be recorded on the bail receipt. The specific offenses are as follows:
 - a. A Federal criminal offense involving a controlled substance (*as defined in section 802 of Title 21 of the United States Code*).
 - b. Racketeering: (*as defined in section 1951, 1952 or 1955 of Title 18 of the United States Code*).
 - c. Money Laundering (*as defined in section 1956 or 1957 of Title 18 of the United States Code*).
3. If the person posting the bail refuses to provide the required identification, a notation will be made on the bail receipt and the bail will be accepted.

Submission of Bail to Court:

On the following court day, the Records Unit is responsible for collecting all cash bails and the cash bail receipt book and turn the bail over to the courts. The court clerk will stamp the cash bail receipt showing it has been accepted.

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Merced County Sheriff's Office

Corrections Division

Subject:	Use of Sobering Cells	Policy Number: 02.11
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 4-1-2017
Related Orders: Title 15, Article 5, Section 1056		

POLICY: Merced County Sheriff's Office Corrections Division complies with Title 15 Standards regarding the use of sobering cells. The Merced County Corrections Division and the Medical Authority have established the guidelines for determining who needs to be placed in a sobering cell, how those placed in the sobering cell shall be monitored and managed, and when those placed in a sobering cell shall be removed from such cells. (See *15 CCR Section 1056 Sobering Cells/24 CCR, Part II, Section 1231.2.4.*)

Alcohol and drug toxicity may mask urgent medical conditions; therefore, all arrestees who are charged with any "under the influence" criminal codes, or exhibit signs of intoxication shall be assessed by the Medical Authority prior to accepting the prisoner for booking. The sobering cells shall be used for increased observations of prisoners who may be at risk due to their state of intoxication. An inmate shall be removed from a sobering cell upon the clearance of the Medical Authority.

PROCEDURE:

All persons arrested for being under the influence or having the appearance of being under the influence" to Intake Officers will be assessed using the following procedures:

1. The Intake Officer will review the Probable Cause form and perform a cursory initial evaluation of the arrestee.
2. If the arrestee is being charged with any "under the influence" codes or the arrestee appears to the Corrections Officer to be under the influence of alcohol or drugs, the Medical Authority will be notified.
3. Medical Authority personnel will perform their intake assessment to evaluate the arrestee for intoxication and any urgent medical conditions.
4. Medical Authority personnel will advise the Correctional Intake Officers whether the arrestee requires sobering or may be placed in a holding cell. Correctional Officers may also place an arrestee into a sobering cell, if the Correctional Officer perceives the arrestee is a threat to their own safety or the safety of others due to their state of intoxication. If a Correctional Officer places an inmate into a sobering cell they shall notify the Medical Authority immediately.

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5. The Correctional Officer placing the inmate into the sobering cell will initiate an Observation Log, documenting the inmate's name, date and time of placement in sobering. The Observation Log should be placed or attached near the sobering cell to be utilized by all staff including the Medical Authority.
6. The Intake Correctional Officer placing the inmate into the sobering cell will also complete a "Placed in Sobering Cell" Incident Report in the Corrections Management System outlining the reasons for the placement into the sobering cell.
7. Inmates will only be placed into a sobering cell with inmates of their same sex.
8. Inmates shall be visually checked a minimum of once every 30 minutes by Correctional Staff; those checks will be recorded on the Observation Log at the actual time of the check. Each direct observation of the sobering cell occupant(s) shall be documented include:
 - a. Observation of the inmate's breathing to determine the breathing is regular. Breathing should not be erratic nor indicate that the person is having difficulty breathing. Note that a loud, heavy snoring sound in respiration is an indication of difficulty in breathing.
 - b. Observation of the inmate to ensure that there has been no vomiting while sleeping. Ensuring that intoxicated persons remain on their side rather than on their back will prevent aspiration of stomach contents.
 - c. Intake Officers will attempt to ensure a response from the inmate in the form of a verbal or physical reaction. This is the most important monitoring procedure for jail staff. If unable to obtain verbal or physical response to stimulation, staff must attempt to awaken the inmate. If the inmate does not respond, Medical Authority personnel will be notified immediately.
9. Inmates in a sobering cell must be evaluated by the Medical Authority personnel within 12 hours of placement in the Sobering Cell. Medical Authority Personnel will evaluate the inmate at least every four hours.
10. Once an inmate is removed from a sobering cell, the Correctional Officer removing the inmate shall do supplemental report to the original "Placed in Sobering Cell" Incident Report in the Corrections Management System.
11. Observation Logs will be required for each shift the inmate remains in the sobering cell. At the end of each shift, the Intake Officers will bring the current Observation Log to the Sergeant/OIC for review. The Intake Officer will also start a new Observation Log at that time for the oncoming shift.

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12. The Sergeant/OIC for each shift will electronically scan the Observation Log and add it to the placement incident report document section in the Corrections Management System.

This policy does not create any individual rights or causes of action by inmates or other third parties.

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Merced County Sheriff's Office

Corrections Division

Subject:	Use of Safety Cells	Policy Number: 02.12
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 4-1-2017
Related Orders: Title 15, Article 5, Section 1055; Title 24 Section 1231.2.5		

POLICY: The Merced County Sheriff's Office Corrections Division ensures that safety cells will be used to hold only those inmates who display behavior which results in the destruction of property or reveals intent to cause physical harm to self or others. Inmates will be observed and given medical and mental health treatment as needed. *15 CCR 1055 and 24 CCR 1231.2.5*

PROCEDURE:

All inmates claiming or displaying behavior of suicidal intentions, violent actions or destruction of property may be placed in a safety cell. Correctional Officers shall implement the following procedures:

1. An inmate shall be placed in a safety cell only with the approval of the shift Sergeant/OIC or Medical Authority.
2. Under no circumstances shall an inmate be placed in a safety cell for discipline or as a substitute for treatment.
3. Inmates shall be provided with a suitably designed "safety garment," to provide for their personal privacy unless specific identifiable risks to the inmate's safety or to the security of the facility are documented.
4. A "Placed in Safety Cell" Incident Report will be written in the Corrections Management System by the placement officer, to detail the inmate's actions and/or statements justifying the need for Safety Cell placement.
5. An Observation Log will be started immediately by the Correctional Officer upon the placement of an inmate into a safety cell. The Medical Authority will be notified and will document the initial placement and medical assessment.
6. The Medical Authority will be advised when an inmate is placed into a safety cell and the date, time, and initiating Sergeant/OIC shall be recorded on the Safety Cell Observation Log. The Observation Log should be placed or attached near the safety cell to be accessed by all staff including the Medical Authority.

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7. Every inmate in a safety cell must have a safety check consisting of direct visual observation at least twice in every 30 minute period. Observations and checks of the inmate in the safety cell shall be documented on the Observation Log.
 - a. The intervals of the checks within the 30 minute period should vary; they should not be on a routine schedule the inmate can predict, but often enough that staff can assure inmate safety.
 - b. Staff is encouraged to document checks more frequently.
 - c. The actual time of observation, with any pertinent observation of the inmate's behavior, shall be recorded on the Observation Log by the staff member when making the visual check. Medical/Mental Health Authority and Corrections Officers will record their individual observation on the same form.
8. Corrections Officers shall advise the Sergeant/OIC when an inmate is nearing the required four (4) hour review or end of shift. This review shall be noted on the Observation Log. At this review, the determination must be made whether the inmate can be safely removed from the safety cell by the Sergeant/OIC, Medical Authority or mental health personnel.
9. No inmate should be retained in a safety cell longer than is necessary for the protection of the inmate or others. Inmates should be removed from the safety cell as soon as it is safe to do so.
10. Within 12 hours of placement in the safety cell or at the next daily sick call, whichever is earliest, each inmate must have a medical assessment to determine whether he/she has serious medical conditions which are being masked by the aggressive behavior. Corrections Officers shall notify the Medical Authority when an inmate is nearing 12 hours in a safety cell and record that notification on the Observation Log. Inmates shall not be detained beyond 24 hours without Medical and Mental Health Clearance.
11. A mental health opinion/consultation is conducted by the Medical Authority's Mental Health personnel within 12 hours of placement. The date, time, and any recommendations from that evaluation will be recorded on the Observation Log.
12. The inmate's needs for food, fluids, and personal hygiene shall be assessed as circumstances permit; but the inmate must be offered fluids *at least* every two (2) hours by Correctional Officers. All offers of food and/or fluids shall be noted on the Observation Log. In the event, an inmate in a safety cell refuses food and/or fluids repeatedly for several hours correctional staff should notify the Medical Authority for an additional medical evaluation.

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13. Once an inmate is removed from the safety cell, the Correctional Officer removing the inmate shall do a supplemental report to the original "Placed in Safety Cell" Incident Report in the Corrections Management System.
14. Observation Logs will be required for each shift the inmate remains in the safety cell. At the end of each shift, Correctional Officers assigned to the safety cell will bring the current Observation Log to the Sergeant/OIC for review. The Correctional Officer will also start a new Observation Log at that time for the oncoming shift.
15. The Sergeant/OIC for each shift will electronically scan the Observation Log and add it to the placement incident report document section in the Corrections Management System.
16. Safety Cells shall be cleaned whenever there is a change in the inmate housed in the cell in addition to the regular cleaning schedule. Upon clearance from the safety cell, or when deemed necessary, the safety smock shall be washed.

This policy does not create any individual rights or causes of action by inmates or other third parties.

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Merced County Sheriff's Office

Corrections Division

Subject:	Restraint Chair	Policy Number: 02.13
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 4-1-2017
Related Orders: MSO Corrections Policy 03.05; Title 15, Article 5, Section 1058		

POLICY: The Merced County Sheriff's Office Corrections Division Restraint Chair shall be used to hold only those inmates who display behavior which results in the destruction of property or reveals intent to cause physical harm to self or others. Restraint Chairs will be should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the disordered behavior. The Merced County Corrections Division and the Medical Authority have established the guidelines for placement, observation, care, treatment, and retention of inmates being placed in Restraint Chairs. In no case shall restraints be used for discipline, or as a substitute for treatment. (See; *Merced County Corrections Division Policy & Procedure 03.05*) / (15 CCR 1058- Use of Restraint Devices)

PROCEDURE:

Approval of Restraint Chair Placement:

Only a Sergeant or above and/or the Medical Authority may order the placement of an inmate into a Restraint Chair. The order will be documented in an Incident Report. If a Sergeant is not on-duty, the OIC is responsible for contacting a Sergeant for approval and ensuring an Incident Report detailing the placement order is completed. If an emergency situation exists, the OIC may contact a Sergeant after the inmate has already been placed in restraints.

Procedure:

Once the inmate is placed in restraints, the following will be adhered to:

1. Direct visual observation shall be conducted at least twice (2) every thirty (30) minutes to ensure the restraints are properly employed and the safety and well-being of the inmate. Monitoring shall include vital signs, assessment of extremity circulation (skin color, blanching, skin temperature, sensation, and movement); neurological assessment (level of consciousness, pupils, extremities); signs of physical trauma and/or dehydrations; and mental status assessment.
2. An Observation Log will be started immediately by the Correctional Officer placing the inmate into a restraint chair. The Medical Authority will be notified and will document the initial placement and medical assessment. The Observation Log should be placed or attached near the cell to be accessed by all staff including the Medical Authority.

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3. A “placed in Restraint Chair: Incident Report will be written in the Corrections Management System by the placement officer to detail the inmate’s actions and/or statements justifying the need for restraint chair placement.
4. Inmates in restraints shall be housed alone or in a specified housing area, which makes provision to protect the inmate from abuse.
5. Continued retention in restraints shall be reviewed every hour.
6. Exercising the inmate’s extremities will be conducted every hour from the time of placement. The inmate’s needs for food, fluids, and personal hygiene shall be assessed as circumstances permit; but the inmate must be offered fluids every hour by Corrections Officers. All offers of food, fluids shall be noted on the Observation Log.
7. Medical opinion on retention shall be secured and noted on the Observation Log. Medical Authority should evaluate the inmate regularly but no later than every two (2) hours from the time of placement.
8. After four (4) hours from placement, the inmate shall be taken to a medical facility for further evaluation.
9. A Mental Health consultation shall be secured as soon as possible, but in no case longer than eight (8) hours from the time of placement.
10. In the event of a medical emergency, Correctional Staff should contact the Medical Authority and provide appropriate first aid to the inmate. There are also CPR masks, bag valve masks (Ambu bag) and an AED located in the medical office at both correctional facilities. CPR masks are also located in the control area of both facilities.
11. Once the inmate is cleared from retention in the Restraint Chair, a medical evaluation will be completed and documented on the Observation Log as well as in the Incident Report. The Correctional Officer removing the inmate shall do a supplemental report to the original “Placed in Restraint Chair” report in the Corrections Management System.
12. Observation Logs will be required for each shift the inmate remains in the restraint chair. At the end of each shift, Correctional Officers assigned to the restraint chair will bring the current Observation Log to the Sergeant/OIC for review. The Correctional Officer will also start a new Observation Log at that time for the oncoming shift.
13. The Sergeant/OIC for each shift will electronically scan the Observation Log and add it to the placement incident report document section in the Corrections Management System.

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14. Any video documentation will be downloaded and saved for legal/training use in the inmate's record in the Corrections Management System. The Incident Report and video will be forwarded to a designee of the Corrections Lieutenant.

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Merced County Sheriff's Office

Corrections Division

Subject:	Immigration Customs Enforcement (I.C.E.)	Policy Number: 02.14
Approved Date: 1-1-2017		Approved By: Captain Sullivan
Issued Date: 3-1-2016		Revision Date: 1-1-2017
Related Orders: AB2792, GC7283, AB4		

POLICY: The Merced County Sheriff's Office will equally enforce laws and serve the public without consideration of immigration status. Except as specifically outlined in this policy, the immigration status of a person, and the lack of immigration documentation, shall have no bearing on the manner in which staff execute their duties. The purpose of this procedure is to provide personnel with the legal requirements pursuant to Article 30 of the Vienna Convention on Consular Relations, which sets forth certain rights of foreign nationals from member countries when arrested, detained or imprisoned by law enforcement officials in the country and comply with AB2792 Truth Act (Government Code 7283 et. seq.), AB4 California Trust Act (Government Code §7282, et. seq.).

DEFINITIONS:

Consular Officers – Is a citizen of a foreign country employed by a foreign government and authorized to provide assistance on behalf of that government to that government's citizens in a foreign country.

Foreign National – Anyone who is not a citizen of the United States. A person with dual-citizenship, U.S. and foreign, is not a foreign national.

ICE Interview Inmate Rights and Consent Form – A written consent form given to a detainee prior to an ICE interview that would explain, among other things, the purpose of the interview, that it is voluntary; and the individual may decline to be interviewed. A copy of the form is attached.

Secure Communities – A verification process that occurs when an individual is fingerprinted to determine their citizenship.

GENERAL INFORMATION:

All foreign nationals are entitled to consular notification and access, regardless of their visa or immigration status in the United States.

All foreign nationals when arrested or detained must be advised of the right to have their consular officials notified. This notification is to be done by the arresting officer prior to booking. In some cases, consular officials must be notified of the arrest or detention of a foreign national, regardless of the national's wishes. If this is deemed necessary the notifications will be completed by jail staff.

The list of mandatory notification countries and jurisdictions is listed in the Consular Notification

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and Access binder is the Sergeant's Office.

Suggested statements to arrested or detained foreign nationals are in the Consular Notification and Access binder. Translations of the statement into foreign languages are also available in the booklet.

The Merced County Sheriff's Office will honor federal arrest warrants or court orders signed by a magistrate or judge. Administrative detainers from ICE will not be accepted.

PROCEDURE:

Correctional Staff will determine the foreign national's country. In the absence of other information, assume this is the country on the passport or other travel documents carried by the arrestee. **(The Consular Notification and Access Reference Card shall be available in the booking area for reference).**

If the foreign national's country is not on the mandatory notification list, Correctional staff shall:

Offer without delay, to notify the foreign national's consular officials of the arrest/detention.

If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country without delay.

If the foreign national's country is on the list of mandatory notifications, Correctional staff shall:

Notify that country's nearest consular officials, without delay, of the arrest/detention.

Tell the foreign national you are making this notification.

Notifications made shall be done by fax. Fax numbers to foreign embassies and consulates in the United States are listed in the Consular Notification and Access binder. When notification is made, the fax will be placed in the foreign national's booking file.

PROCEDURE: Notification to the Department of Homeland Security/Bureau of Immigration and Custom Enforcement.

All foreign nationals shall be fingerprinted to ensure verification through Secure Communities. Those Secure Communities responses are automatically routed to Department of Homeland Security/Bureau of Immigration and Custom Enforcement.

Only valid federal arrest warrants or court orders signed by a magistrate or federal judge are accepted. A copy of the warrant shall be placed in the inmates booking file in the Jail Management System.

Prior to allowing any representative from ICE to conduct an interview, whether in person or

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telephonically, the inmate shall be given an ICE Interview Inmate Rights and Consent Form advising the inmate of their rights. The form will be faxed to the ICE representative for their records. A copy will also be placed in the inmates booking file in the Jail Management System.

Once the foreign national is clear of local charges, if the foreign national has a signed arrest warrant or court order by a magistrate or federal judge, the records unit will contact the Department of Homeland Security/Bureau of Immigration and Custom Enforcement notifying them they have 48 hours to pick up the foreign national.

In the event the Department of Homeland Security/Bureau of Immigration and Custom Enforcement identifies an individual as being eligible for deportation, but does not provide a federal arrest warrant, every attempt shall be made to inform the Department of Homeland Security/Bureau of Immigration and Custom Enforcement of the individuals expected release date if requested. A copy of the written notification will also be provided to the inmate and his or her attorney or to one additional person who the individual shall be permitted to designate.

Under no circumstance shall an individual subject to deportation, absent a federal arrest warrant, be held past their release date or prevented from posting bail.

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Merced County Sheriff's Office

Corrections Division

Subject:	Live Scan	Policy Number: 02.15
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division uses Live Scan technology to identify persons, make additions to a person's criminal history record and collect DNA pursuant to Prop 69.

PROCEDURE:

All persons booked into the Merced County Corrections Facilities will be Live Scanned for the purpose of identifying the person, initiating or updating a person's criminal history record (RAP Sheet) and providing information and statistics to the California Department of Justice.

Process:

The basic Live Scan Procedures are as follows:

1. Using the booking sheet information to input data into the Live Scan, including; I.D. numbers, SSN, charges and identifying features;
2. Complete fingerprint rolls and slaps;
3. Palm Print;
4. Evaluate the quality of the prints. Reprint all blurry or unreadable prints;
5. **Submit the record to DOJ;**
6. Receive DOJ return notification;
7. Make entries on the Photo Imaging, Live Scan Log;
8. Update the inmate's file in the Jail Management System (if needed);
9. If the subject is using a false name, notify the arresting agency. Update the Inmate File information and add the false name to the AKA field;
10. Reprint ID Cards with true name;
11. Check warrants and NCIC with true name;

Exceptions:

All persons are Live Scanned except:

1. Persons booked for; PC647(f), PC3056, PC3151, PC1203.2 ,PC1203.2a, PC3455(A), PC3454(B), and PC3000.08
2. Enroute Temporary Holds

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Merced County Sheriff's Office

Corrections Division

Subject:	DNA Collection	Policy Number: 02.16
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: 15 CCR 1059; Penal Code 296, 298.1, MSO Corrections Policy 07.08		

POLICY: It is the policy of the Merced County Sheriff's Office Corrections Division to collect blood samples, saliva samples and required fingerprints, from those inmates convicted of offenses listed in Penal Code 296-296.2, 298-298.3 and forward those samples and prints to the Department of Justice for the DNA Data Bank. Pursuant to Penal Code 298.1, reasonable force may be used to gain compliance from individuals who refuse to voluntarily comply. *(See; Title 15 Section 1059). (See; Merced County Corrections Division Policy & Procedure 07.08 / Title 15 Section 1059- DNA Collection – Use of Force / California Penal Code Sections 296 / 298.1)*

PROCEDURE:

Upon receipt of a Minute Order for DNA collection from an inmate, upon booking an inmate on charges that require DNA collection or on review of an inmate's rap sheet that states that the inmate requires DNA to be taken Corrections Staff will complete the following procedures:

1. If the courts order that an inmates DNA are to be taken per 296 PC the intake officer will take the DNA and forward it to the Corrections Lieutenant or designee.
2. If an inmate is arrested or charged with any felony charges, DNA is to be collected and the intake officer will forward it to the Corrections Lieutenant or designee. If upon receiving the Livescan results it states, "Do Not Collect DNA," then DNA does not need to be collected.
3. If on reviewing the inmate's rap sheet it states that DNA needs to be collected the DNA is to be taken and the intake officer will forward it to the Corrections Lieutenant or designee.
4. An inmate who refuses to comply will be advised that his/her refusal constitutes a violation of Penal Code Section 298.1 and that if he/she continues to refuse to provide the necessary samples, he/she will be arrested and booked for this new violation.
5. All inmates who fall under the provisions of 296 PC will be provided with a 296 PC admonishment form for review and signature. This form will list the qualifying offense the inmate was convicted of, the date of conviction and the county inmate was convicted in. Inmates must be advised in written form of their requirement to submit samples; it is one of the requirements for prosecution under 298.1 PC.

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2. This form advises the inmate of the consequences of his/her actions. If the inmate continues to refuse to provide the sample, he/she will be arrested and booked for violation of Penal Code Section 298.1.

Methods for retrieval of blood or saliva samples from inmates will be consistent with all legally established guidelines. (*Refer to Use of Force in Collecting DNA, P&P Chapter 07.08*)

Penal Code Sections

187 & 664/187	Murder or attempted murder
190 & 664/190	Manslaughter or attempted manslaughter
190.05 & 664/190.05	2 nd degree murder or attempted 2 nd degree murder
192 (a), (b), or (c) & 664/192 (a), (b), (c),	Manslaughter or attempted manslaughter
203 & 664/203	Mayhem or attempted mayhem
205 & 664/205	Aggravated mayhem
206 & 664/206	Torture or attempted torture
207 & 664/207	Kidnapping or attempted kidnapping
208 & 664/208	Kidnapping child under age of 14 or attempt
209 & 664/209	Kidnapping for ransom, robbery or rape or attempt
209.5 & 664/209.5	Kidnapping in course of carjacking
210 & 664/210	Extortion or attempted extortion
212.5 (a), (b), & 664/212.5 (a), (b)	Robbery or attempted robbery
215 & 664/215	Carjacking or attempted carjacking
217.1	Assault or attempted murder upon governmental officers
220	Assault w/intent to commit mayhem and specified sex offenses
241.1	Assault against custodial officer
243	Battery against peace officer
243.1	Battery against custodial officer
243.3	Battery against transportation worker or passenger
243.4	Sexual battery
243.7	Battery on juror
244	Assault with caustic chemicals
245a	Assault with deadly weapon
245.2	Assault with deadly weapon against transportation worker or passenger
245.3	Assault upon custodial officer w/deadly weapon
245.5	Assault with deadly weapon on school employee
261 (a) 1,2,3,4,6	Rape, except section (a) 5
262 (a) (1)	Spousal Rape if sentenced to state prison

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264.1	Punishment for aiding or abetting rape
266	Procurement
266c	Inducing consent to sexual act by force or fraud
266h (b)	Pimping
266i (b)	Pandering
266j	Procurement of child
267	Abduction of minor for prostitution
269	Aggravated sexual assault of child
272	Lewd or lascivious act contributing to delinquency of minor
273.5	Spousal abuse
285	Incest
286	Sodomy
288	Lewd or Lascivious act involving children
288a	Oral copulation
288.2	Distribute harmful matter to minor
288.5	Continuous sexual abuse of child
289	Penetration by foreign object
311.2 (b), (c), (d)	Importing pornography
311.3	Sexual exploitation of child
311.4	Minor sale, distribution, production of pornography
311.10	Sale or distribution of obscene matter depicting a minor
311.11	Possession or control of child pornography
314 (1) or (2)	Indecent exposure
451 (a) or (b) & 664/451 (a) or (b)	Arson or attempted arson
460 (a)	Burglary or attempted burglary
647.6 or old section 647 (a)	Annoying or molesting children
653f (c)	Soliciting commission of certain crimes

E. Welfare and Institutions Code

702 Welfare & Institutions	Old Code—Contributing to delinquency of minor
5512 Welfare & Institutions	Mentally disordered sex offender
6316 Welfare & Institutions	Mentally disordered sex offender

DNA Live Scan:

Once a Live Scan is submitted to DOJ, a return message will appear on the Live Scan monitor:

1. Hit and DO NOT collect DNA
2. Hit and collect DNA
3. No Hit, Subject Not Identified – Submit IDN

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Merced County Sheriff's Office

Corrections Division

Subject:	Housing of Civil Prisoners & Sexually Violent Predators	Policy Number: 02.17
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: Penal Code 4001, 4002; MSO Corrections Policy 04.03; WI6600-6609.2		

POLICY: Individuals committed to the custody of the Sheriff under this act are civil commitments. Based on a 9th Circuit Court case, they cannot be subjected to conditions that “amount to punishment.” They will be confined in our custody in a manner that ensures their presence at trial, maintains jail security, and allows for the effective management of the facility.

DEFINITIONS:

Civil Prisoner - Person being detained as witnesses, held under civil process, held under an order imposing punishment for contempt (Section 4001 P.C.) or inmates who are identified as sexually violent predators per 6600 W&I.

Sexual Violent Predator (SVP) – The welfare and Institutions Code, sections 6600 through 6609.2 refer to a person who has been convicted of a sexually violent offense against two or more victims and who has a diagnosed mental disorder that makes the person a danger to the health and safety of others, in that it is likely that he/she will engage in sexually violent criminal behavior again. They will be referred to in this policy as “SVP.”

(Civil SVP inmates are not to be confused with criminal defendants housed under PC 1372. This policy only affects the Civil SVP inmates.)

REFERENCES:

PC 4002 – Inmates who are held pending civil process under the sexually violent predator laws shall be held in administrative segregation.

PC 4002 – Persons committed on criminal process, and detained for trial, persons convicted and under sentence, and persons committed upon civil process, shall not be kept or put in the same room.

PC 4001 – Each county jail must contain a sufficient number of rooms to allow all persons belonging to either one of the following classes to be confined separately and distinctly from persons belonging to either of the other classes:

- Persons committed on criminal process and detained for trial.
- Persons already convicted of crime and held under sentence.
- Persons detained as witnesses or held under civil process, or under an order imposing punishment for contempt.

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Transfers to or from the Facility:

- A. Civil prisoners and SVPs should be placed into the segregated cages on the bus or van. They should be segregated from others in the least restrictive manner possible depending on the seating arrangements available on the particular bus or van, while maintaining complete security. All civil prisoners and SVPs will be waist chained and shackled during all outside movements for security purposes.
- B. Civil prisoners and SVPs should not be routinely strip searched when received from another facility, unless there is reasonable suspicion that they are harboring contraband.

Booking Process:

Civil prisoners and SVPs shall be kept apart from other inmates, and each other, during the booking process, and will be immediately classified when it comes to the attention of the Classification Officer.

Classification Procedures:

Civil prisoners and SVPs shall not have any physical contact with general population inmates, unless the SVP petitions the Court for a waiver to be housed in the same fashion with inmates charged with similar offenses. Civil prisoners and SVPs housed in other than an administrative segregation (ADSEG) capacity will ultimately be based on classification criteria.

Housing:

Civil prisoners and SVPs must have the same opportunity to utilize the recreation yard, dayroom, and telephone as a general population inmate, and will be subjected to strip searches only when there is a reasonable suspicion they are concealing contraband, not for routine searches or housing area inspections.

Unless the SVP petitions the Court and is granted a housing waiver:

Civil inmates and SVPs shall not be housed with any other type of inmate including other Administrative Segregation inmates, material witnesses or family law hearing inmates who do not have the same classification and charges. Generally, the civil and SVP inmates should be housed alone, although in some cases, they can be housed with another compatible civil or SVP if a Classification Officer interviews both inmates and documents the information on a Jail Incident Report.

Civil prisoners and SVPs may be strip searched when there is reasonable suspicion they are harboring contraband. Reasonable suspicion is the belief, based on specific and articulable facts, that a civil prisoner or SVP inmate may be carrying or concealing

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Corrections Division Policies and Procedures, 02.17 Housing of Civil Prisoners & Sexually Violent Predators

contraband. The purpose of this procedure is to maintain facility security, and all strip searches will be performed under the same conditions as outlined in Merced Sheriff's Corrections Policy 04.03.

When a civil or SVP inmate demonstrates an inability to conform to the rules of the facility or is a danger to staff or inmates, he may be placed into a more restrictive housing location.

Civil and SVP inmates will be dressed in the appropriate clothing for their classification.

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Merced County Sheriff's Office

Corrections Division

Subject:	PREA 12 – Sexual Violence Propensity Assessment	Policy Number: 02.18
Approved Date: 1-28-2016		Approved By: Captain Sullivan
Issued Date: 1-28-2016		Revision Date:
Related Orders: 28CFR 115.241; 28CFR 115.242		

POLICY: Congress enacted the Prison Rape Elimination Act of 2003 (PREA) to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies. In accordance with PREA standards and requirements, it is the goal of the Merced County Sheriff's Corrections Division to identify sexual predators/potential sexual predators and provide the greatest possible protection to victims/potential victims of sexual abuse while housed in the correctional facilities. (Reference: 28 C.F.R. 115.241, 28 C.F.R. 115.242)

DEFINITION:

Transgender – a person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.

Intersex – a person who's sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

PROCEDURES:

I. SVP Assessment Requirements and Timelines:

- A. All inmates shall be assessed for their risk of being sexually abused by other inmates or sexually abusive toward other inmates during intake screening and upon transfer to another facility.
- B. Intake screening shall ordinarily take place within 72 hours of arrival at the facility.
- C. Such assessments shall be conducted using an objective screening instrument.
- D. The intake screening shall consider, at a minimum, the following criteria to assess inmates for risk of sexual victimization:
 - 1. Whether the inmate has a mental, physical, or developmental disability;
 - 2. The age of the inmate;
 - 3. The physical build of the inmate;

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4. Whether the inmate has previously been incarcerated;
5. Whether the inmate's criminal history is exclusively nonviolent;
6. Whether the inmate has prior convictions for sex offenses against an adult or child;
7. Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;
8. Whether the inmate has previously experienced sexual victimization;
9. The inmate's own perception of vulnerability.

E. The intake screening shall consider prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the agency, in assessing inmates for risk of being sexually abusive.

F. Within 30 days of an inmate's arrival at a facility, the facility will reassess the inmate's risk of victimization or abusiveness by completing a new SVP assessment. The assessor will use any additional, relevant information received by the facility since the initial intake SVP assessment.

G. An inmate's risk level shall be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness.

H. Inmates shall not be disciplined for refusing to answer, or for not disclosing complete information in response to, questions asked pursuant to paragraphs D.1., D.7., D.8., or D.9. of this section.

I. The facility shall use information from the risk screening to determine housing, work, education and program assignments with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive.

J. The facility shall make individualized determinations about how to ensure the safety of each inmate.

K. Information contained in the SVP assessment shall be treated as confidential. The facility shall implement appropriate controls on the dissemination within the facility of responses to questions asked pursuant to this standard in order to ensure that sensitive information is not exploited to the inmate's detriment by staff or other inmates.

II. Transgender or Intersex Inmates

A. In deciding whether to assign a transgender or intersex inmate to a housing unit for male or female inmates, and in making other housing and programming assignments, staff shall consider on a case-by-case basis whether a placement would ensure the inmate's health and

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safety, and whether the placement would present management or security problems.

B. A transgender or intersex inmate's own views with respect to his or her own safety shall be given consideration.

C. Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates.

D. The facility shall not place gay, lesbian, bisexual, transgender or intersex inmates in dedicated housing solely on the basis of such identification or status, unless such placement is in a dedicated housing unit established in connection with a consent decree, legal settlement or legal judgment for the purpose of protecting such inmates.

III. Limitations

A. This policy is subject to change at any time and is intended to be interpreted consistent with law.

B. No personal rights, duties or cause of action are created by this policy.

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Merced County Sheriff's Office

Corrections Division

Subject:	Out of County (Within California) Warrants	Policy Number: 02.19
Approved Date:		Approved By: Captain Sullivan
Issued Date:		Revision Date:
Related Orders: Penal Code 821, 822		

POLICY: The Merced County Sheriff's Office Corrections Division releases and transfers inmates following state and federal laws, while ensuring security of the facility and the welfare of the inmate.

PROCEDURE:

When an inmate is arrested and booked into Merced County on an out of county warrant, staff shall immediately notify the agency that holds the active warrant of the inmates arrest status via teletype. The teletype shall state at a minimum:

The inmate has no active Merced County holds and is ready for immediate pick up pursuant to California Penal Code Sections 821/822;

OR,

The inmate has active criminal or civil matters in Merced County and is currently being held in custody on those matters. If the inmate has current criminal or civil matters in Merced County, the teletype shall also state that the Merced County Sheriff's Office shall notify the holding agency when the inmate's local cases are adjudicated and when the inmate can be picked up by the holding agency.

All teletypes regarding out of county warrants shall be of a fixed format depending on whether it is a pick up notification or a hold notification. Formats of teletypes are included as Attachment 1 to this policy.

All teletypes sent to other agencies shall include the mnemonic for the Merced County Sheriff's Office Transportation Unit (DUNA) as a "destination" mnemonic.

California Penal Code Section 821 states that an agency must pick up a prisoner on a felony warrant within five days which includes the booking day, if the agency is within 400 miles. If the agency is more than 400 miles away they must pick up the prisoner within five "court" days.

California Penal Code Section 822 states that an agency must pick up a prisoner on a misdemeanor warrant within five days which includes the booking days. There is not 400 mile agency provision on misdemeanor warrants.

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Sample Warrant Pick-up Teletype

DESTINATION AGENCY: SANTA CLARA COUNTY SHERIFF

ATTN: WARRANTS/RECORDS

INRE: DOE, JOHN L. DOB: XX-XX-XXXX RAC/W SEX/M EYE/BRO HGT/511 WGT/200

WARRANT #: CRM123456XXX

JOHN DOE IS READY FOR IMMEDIATE RELEASE TO YOUR AGENCY. PLEASE ACKNOWLEDGE RECEIPT OF THIS TELETYPE AND ADVISE OF THE ETA OF YOUR TRANSPORTING UNIT AT 209-385-7510. THE LAST DAY FOR PICK-UP PURSUANT TO 821/22PC IS XX-XX-XXXX. WHEN CONTACTING US PLEASE REFER TO BOOKING NUMBER 2016-00001234.

THANK YOU

SSO JANE DOE/MERCED COUNTY MAIN JAIL/209-3857410

VERN WARNKE – MERCED COUNTY SHERIFF/CORONER

Sample Warrant Hold Teletype

DESTINATION AGENCY: SANTA CLARA COUNTY SHERIFF

ATTN: WARRANTS/RECORDS

INRE: DOE, JOHN L. DOB: XX-XX-XXXX RAC/W SEX/M EYE/BRO GHT/511 WGT/200

WARRNT #: CRM0123456XXX

JOHN DOE IS CURRENTLY IN OUR CUSTODY ON LOCAL MATTERS AND YOUR ABOVE LISTED WARRANT. WE WILL NOTIFY YOU WHEN DOE IS READY FOR RELEASE TO YOUR AGENCY. PLEASE ACKNOWLEDGE RECEIPT OF THIS TELETYPE. WHEN CONTACTING US PLEASE REFER TO BOOKING NUMBER 2016-00001234.

THANK YOU

SSO JANE DOE/MERCED COUNTY MAIN JAIL/209-385-7410

VERN WARNKE – MERCED COUNTY SHERIFF/CORONER

Merced County Sheriff's Office

Corrections Division

Subject:	Special Inmate Management Plan	Policy Number: 02.20
Approved Date: 12-19-2017		Approved By: Captain Gibson
Issued Date: 12-19-2017		Revision Date:
Related Orders:		

POLICY: It is the policy of the Merced County Sheriff's Office, Corrections Division to identify any inmate who presents a unique threat or security risk to himself/herself or others. An inmate in this category is one who has not been successfully managed through the normal disciplinary or behavioral health protocols. Once identified, a formal written plan can be developed in accordance with these procedures. The purpose of this policy is to establish a means to manage problematic inmates through formal planning and utilization of resources available within the criminal justice system.

DEFINITION: A SPECIAL INMATE MANAGEMENT PLAN is a formal written plan approved by the facility Commanding Officer that is developed through a cooperative effort of the various correctional, medical and behavioral health disciplines.

PROCEDURE:

- A. Any officer, medical clinician, or behavioral health specialist may recommend that an inmate be reviewed to determine whether a Special Inmate Management Plan should be implemented. The request for review can be made via memorandum to the Classification Sergeant or directly to the facility Commanding Officer.
- B. The facility Commanding Officer will approve the initiation/implementation of a Special Inmate Management Plan.
- C. Once an inmate has been identified as a candidate for a Special Inmate Management Plan, the Classification Unit will conduct a thorough assessment, including the following:
 1. Complete booking information including booking date, charges, court of jurisdiction and court dates, conviction and sentencing information if applicable.
 2. Criminal History: Past arrests and convictions, prior state prison commitments, including intelligence from California Department of Corrections officials if applicable. If necessary, the agency(s) of jurisdiction for inmate's previous arrests and convictions may be contacted to obtain additional information regarding the inmate's history, behavior, etc.

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3. Inmate's current classification status and housing assignment.
 4. Criteria for classification: A synopsis of the reason for the inmate's current classification status and housing assignment.
 5. Behavioral or potential behavioral problems and issues: A synopsis of the inmate's current in-custody behavior, including information obtained from the classification file, disciplinary records, and interviews of line-staff, reports, memorandums and logbook entries.
 6. Medical and psychological status: medical staff or County Behavioral Health shares with the facility Commanding Officer or designee only that information necessary to preserve the health and safety of an inmate, other inmates, volunteers, visitors or Sheriff's Office staff; as it relates to housing, program placement, security and transport. The circumstances are specified. Information that may have an impact on management options should be included and may be obtained from medical staff, County Behavioral Health, and from the inmate's classification file.
 7. Transportation, inmate movement issues and courtroom security issues: If applicable, the Transportation Unit and Court Services Division will be contacted to address issues regarding the inmate's movement to and from appointments, and temporary holding at facilities other than county jails.
 8. Inmate management options and recommendations: The options and recommendations will be determined after completing a thorough analysis of the available information. In all cases, a Classification Officer will be identified as a liaison to the inmate.
- D. The completed Special Inmate Management Plan will be submitted to the facility's Commanding Officer for approval and/or additional recommendations.
- E. When the Special Inmate Management Plan is approved, a Classification Officer will be designated as the inmate's liaison. The liaison officer will be the inmate's primary means of communication with the facility's management.
- F. Minimally, the liaison will have weekly contact with the inmate. The liaison will monitor and thoroughly document the inmate's behavior. The liaison officer will interview housing unit staff, and review logbook entries, memorandums and reports.
- G. The facility Commanding Officer will be kept apprised weekly, of the inmate's behavior, and in all cases will be notified immediately of any negative behavior.
- H. The Special Inmate Management Plan must be updated, reviewed and approved as new information develops. Changes to the Special Inmate Management Plan must be made in

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writing and submitted through the chain of command to the facility Commanding Officer for approval and implementation. These written addendums will be attached to the original plan, with copies of the addendums appropriately disseminated by the Classification Unit.

- I. Dissemination of the approved written plan will, minimally, include the Division Commander, facility Commanding Officer, Classification Unit, all Watch Sergeants, and applicable housing unit staff. If the inmate is transferred to another facility, the facility Commanding Officer and Classification Unit of that facility will be notified and provided with a copy of the Special Inmate Management Plan.
- J. Additional dissemination will include, if applicable, the following: Transportation Unit, Court Services Division, District Attorney's Office, Public Defender's Office and Probation Department.
- K. The Special Inmate Management Plan will become a part of the inmate's classification file, and will be treated with the same confidentiality as any other classification document.

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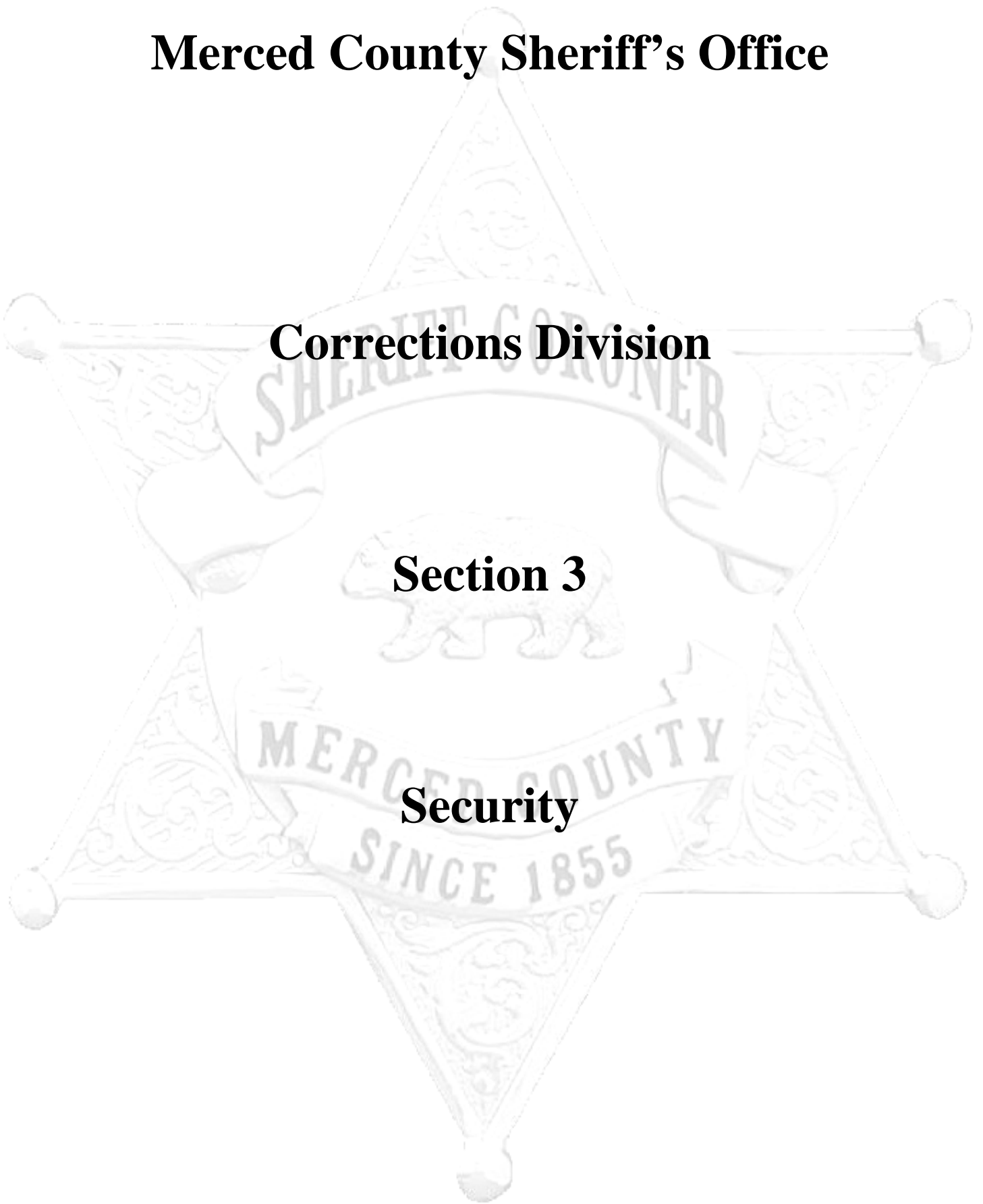
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Merced County Sheriff's Office

Corrections Division

Section 3

Security



Merced County Sheriff's Office

Corrections Division

Subject:	Management of Security Program	Policy Number: 03.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 4-1-2017
Related Orders: Title 15, Article 3, Section 1027.5		

POLICY: Merced County Sheriff's Office Corrections Division maintains a secure institutional environment that ensures the safety of the public, provides a safe working climate for employees, and offers humane and safe living conditions for inmates.

PROCEDURE:

The Corrections Lieutenant is responsible for the security, and integrity of all detention operations of the facility. The only persons that can override a decision of the Corrections Lieutenant are the Corrections Captain, Undersheriff and the Sheriff.

To accomplish the management objectives of Merced County Corrections Division, the Corrections Lieutenant employs an organized system of inter-related sub-objectives, policies, procedures, emergency plans, training, and manpower practices. To assist in carrying out the security and management plan, the Corrections Lieutenant may, from time-to-time, appoint individuals to assist in accomplishing various tasks.

A key element of the management philosophy requires that no inmate or group of inmates have authority over other inmates, manage institutional programs, or have any policy or procedure setting role.

Documentation:

The Corrections Lieutenant shall develop a security and staff management plan that includes:

1. Security-related policies and procedures;
2. Management and conservation of human and material resources;
3. Supervision, testing, drill, and evaluation plans.

Each employee of the Merced County Sheriff's Office Corrections Division has access to the Policy & Procedures, on the "X" drive, from every computer within the facilities. Hard copies of all P&P and Emergency Plans for each facility are kept in the Sergeant's Office. Emergency plans and other contingencies will be dealt with in the same manner.

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Staff Visibility:

A high priority at the Merced County Corrections Division is the visibility of the Corrections Lieutenant in the facilities, where they may be seen and available to employees for communication. A visual Health and Safety check is performed at least once every 60 minutes in all housing areas. No more than a 60-minute lapse between safety checks. Each living area has a functional two-way voice communication (intercom) capability between inmates and staff at all times, except the Main Jail Cell Blocks. Block Officers have voice/hearing interaction with the inmates tier tender on each Cell Block.

Shift supervisors or OICs will make every attempt to tour the entire facility at least once a day during their shift. Secured areas that are unoccupied may be toured once a week. The area Logs reflect the tours date and time, any deficiencies observed and corrective actions taken. On duty Corrections Staff inspect all cells and other living quarters at least once each hour of their shift.

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Merced County Sheriff's Office

Corrections Division

Subject:	Security Inspections	Policy Number: 03.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division established and implements a system of standards, and operational routines. It is in the interest of the Merced County Corrections Division to provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility. Security inspections, both scheduled and random are an important element of an effective part of our security program.

PROCEDURE:

The Corrections Sergeants are responsible for the overall management of this program. Identifying specific areas of responsibility for certain staff members to inspect on a strict timetable is vital to an effective security inspection program. Inspections are conducted each day and in some cases, each shift. Every area of the facility must be covered by the inspection, including the perimeter. These inspections will be conducted by the on-duty Corrections Officers and/or the Title 15 Compliance Officer.

In developing the inspection program, the Corrections Sergeants provide a clear description of the physical security features to be inspected. These include but are not limited to a daily inspection of the following:

1. Locks and related hardware (hinges, etc.);
2. Doors and windows;
3. Bars and sliders;
4. Gratings and hatch plates;
5. Fences, fence hardware, and fence wire;
6. Ventilators;
7. Perimeter walls, other equipment, and security features.

During these inspections, staff should also be alert for changes in equipment or other features of the facility, accumulations of contraband, and conditions that would constitute a life, safety or security hazard, such as blocked entrances, locks painted over, etc. In addition to inspections conducted on a strict timetable, the Corrections Sergeants are responsible for directing additional inspections of all areas of the facility on a random basis.

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Control Center:

The control center requires special security considerations. This post must be manned 24 hours a day. Inspections of this area include ensuring the continued security integrity of this unit.

Housing Units:

Security inspections in housing units and related areas such as recreation yards and rooms used by inmates, requires close attention and must be inspected at least once a shift. All security hardware and recreation areas are to be inspected before and after each recreation period.

Reporting:

Reporting includes the use of the Corrections Officer Activity Log. Any maintenance issue is logged on the Maintenance board in Control at the JLCC or the white board in the Sergeant's Office at the Main Jail. All Logs are to be completed and saved by the staff member responsible for the area. The Shift Supervisor will review these logs at the end of the shift. A Public Works work order form will be submitted for any maintenance issues by the facility's Title 15 Compliance Officer. The Title 15 Compliance Officer will track the Work Order and submit the form to Public Works.

Intervals for Inspection:

All security features are inspected once each week except as otherwise specified above. In addition to filing the required report with the Shift Supervisor, the inspection and any findings are to be noted in the Corrections Officer Activity Log.

Corrective Action:

The officer discovering the discrepancy initiates corrective action at once, if reasonably possible. Repeat discrepancies that indicate a lack of proper remedial action are noted on the required report and are subject to follow-up by the Corrections Lieutenant and, if necessary, the Corrections Captain.

Review:

The Corrections Sergeants will review the security inspection forms compiled by the Shift Supervisors weekly to ensure that the program is operating effectively.

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Merced County Sheriff's Office

Corrections Division

Subject:	Searches	Policy Number: 03.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Policy 317, 804; MSO Corrections Policy 02.06, 03.04		

POLICY: The Merced County Sheriff's Office Corrections Division uses efficient search techniques to deter inmates and detainees from fabricating, introducing, conveying, or concealing contraband; to discover breaches in facility security; and to identify potentially dangerous health conditions.

DEFINITIONS:

Contraband - Any item possessed by or in the immediate control of an inmate or found within the Merced County Corrections Division, which is not:

1. Issued, approved by the Merced County Corrections Facilities, authorized by written facility policy, or sold through the commissary.
2. Any item that has been altered or may be used in a fashion other than its original design, purpose, or intent is also considered *contraband*.
3. *Contraband* may also be possession or control of excess amounts of items that individually would not be contraband.

Detainees - Any individuals held in the facility for a short period, usually for a *minor, non-violent offense*. Period of detention is less than 24 hours. Detainees are not normally housed with *general population* of inmates, and may be held in holding cells.

Inmate Searches - The physical practice of searching and removing contraband items from an inmate's person, including; pat downs and strip searches.

Pat Down Search – The manual searching of the outer garments and body surface of an inmate. Pat Down searches are conducted to discover or prevent contraband and smuggling within a correctional facility. A pat down search is conducted on every detainee prior to acceptance for booking. Pat down searches are conducted routinely by corrections officers.

Strip Search – The process of having the inmate remove all articles of clothing, which are searched item by item, and the visual search/inspection of all body parts and orifices.

Housing/General Searches – The practice of manually and visually searching all areas of a facility, including; cells, dorms, dayrooms, recreation yards, hallways, etc... to confiscate contraband, discover damage or maintenance problems and provide a safe environment for staff and inmates.

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Transgender – A person whose gender identity (internal sense of feeling male or female) distinguished from the person's assigned sex at birth.

Intersex – A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

GENERAL INFORMATION:

Overall, searches of all types are conducted to detect and prevent the introduction of contraband, to recover missing or stolen property, protect inmates and staff from harm, detect, and improve medical conditions, and to suppress escape attempts, and disturbances.

Frequent, unannounced searches of inmates, housing units, and other areas of the facility are conducted as often as necessary to further the safety, security, and integrity of the facility. Searches are conducted on *admission; while moving to and from the visiting area; upon entrance or release from administrative segregation; when apprehended from an escape or escape attempt; or after participation in any kind of internal disturbance*. Searches may be conducted at random or when there is a *reasonable suspicion*.

Searches are conducted in a manner to avoid unnecessary force, destruction of property, or embarrassment to the inmate or detainee. Officers will use *reasonable care* in conducting personal searches, while according reasonable privacy to the inmate or detainee. (*Refer to Merced County Sheriff's Office Policy Section 317 Strip Search Policy*)

Purpose of Searches:

Searches are not to be used for punishment or harassment; however, the following are legitimate reasons to search:

1. Prevent the introduction of weapons or contraband into the facility;
2. Detect the manufacture of weapons, escape devices, etc., inside the facility;
3. Discover and suppress *smuggling* between detainees and inmates or staff and inmates;
4. Enforce rules designed to eliminate causes of tension between staff and inmates;
5. Discourage hoarding, theft and *smuggling* of institutional supplies and issued items;
6. Prevent waste or destruction of institutional property;
7. Deter escape, riot, assault, or other disruptive plans or attempts;
8. Detect medical injuries or illnesses, vermin, self-inflicted wounds, and suicide attempts;
9. Discover hazards to health or safety that may go unnoticed during routine inspections.

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Detainee Searches:

Detainees charged with lesser offenses are generally provided more protection under the 4th Amendment of the U.S. Constitution than convicted or felony charged inmates. When a *detainee* is expected to be held for only a short period and is not being placed into general population, a *pat down search* will suffice during intake. Detainees are housed in holding cells to allow reasonable time for bonds or Own Recognizance (O/R) release.

Detainees ***should not*** be assumed less of a security risk than convicted or felonious inmates by correctional officers. If officers have *reasonable suspicion* that the detainee may be in possession of criminal evidence or contraband, a *strip search* will be conducted after completing the Strip Search Authorization form and gaining permission from a Sergeant. *Reasonable suspicion* may be based on:

1. Nature of the original offense;
2. Prior arrest and/or conviction record;
3. Conduct during the arrest or while being processed;
4. Observed behavior or appearance;
5. Comments made by the detainee;
6. Prior experience during detention at this or other facilities;
7. Clothing, possession or appearance;
8. Information received from the arresting officers, agency, or informants;
9. Law enforcement reports;
10. Safety and security of the facility;
11. Other reasonable beliefs or observations.

Before *strip searching* a detainee, officers must articulate or state the basis for the *reasonable suspicion*. The *strip search protocol* must be followed in such instances.

Once detainees are transitioned into a *housing unit*, all individuals are treated the same for the purposes of searching their person, possessions, and housing units.

Inmate Searches:

Inmate searches require expertise and a professional attitude on the part of the correctional officer.

Whenever practical, a pat-down search of an individual should be conducted by an officer of the same sex as the person being searched. Absent the availability of a same sex officer, it is recommended that a witness officer be present during any pat-down search of an individual of the opposite sex as the searching officer.

Pat down searches ordinarily does not require an inmate to remove clothing other than shoes, hats, gloves, or coats. These procedures are most often used during the daily routine of the institution.

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Transgender Searches:

Staff shall not search or physically examine a transgender or intersex inmate for the sole purpose of determining genital status. If genital status is unknown it may be determined during conversations with the inmate, by reviewing medical records or, if necessary, by obtaining that information as part of a broader medical examination conducted in private by a qualified health care professional.

Strip Searches:

Strip searches are conducted in accordance with *Merced County Sheriff's Office Policy #317 and under the authority of Bull v. City and County of San Francisco, --- F.3d ----, 2010 WL 431790 (9th Cir. 2010).*

Strip Searches are conducted during the *Dress-Out (P&P Section 02.06)* procedure to prevent contraband from entering housing units. Strip Searches will be conducted by searching one inmate at a time outside the view of other inmates. Dress-out booths will be used after the strip search is complete.

When male and female inmates are housed at the Merced County Corrections Facilities there is at least one male and one female staff member available to support same-gender *strip searches*.

In conducting the search, the inmate is moved to a location affording at least semi-privacy, instructed to remove all clothing, and to stand clear of the clothing which is then searched by officers. The inmate is then *visually inspected* from head to foot. As determined by a supervisor, this may include a visual body cavity (VBC) search. During a VBC search, officers may use a flashlight to inspect the mouth, ears, and an external view of anal and vaginal openings. No touching of the inmate is appropriate during a VBC search. *Strip searches* are conducted in a respectful and dignified manner by trained staff of the *same gender*.

A body cavity (or orifice) search consists of a visual, digital, or instrument inspection of an inmate's anal or vaginal cavity. Any *body cavity search* requires a written warrant from a judge and conducted by a Medical Authority.

Strip searches will be conducted:

1. Prior to placing an inmate in a housing module / cell / dorm.
2. Upon return from a pass or court ordered non-escorted appointment.
3. Prior to re-housing after a S.E.R.T. operation.
4. Court Ordered remand or commitment.
5. Transfer between facilities.
6. Transfer between housing units.

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A report will be completed by the corrections officer conducting the strip search if any contraband is discovered. Digital photographs will be taken of all discovered items. A state crime report will be filed regarding any violations of any California statutes. For further details, (*see Contraband Control Policy 03.04 and/or Merced County Sheriff's Office Policy and Procedure Evidence #804*)

Housing Unit Searches:

Searches of housing units are performed on an unannounced and irregular basis. This type of search is usually conducted to uncover contraband, prevent escapes, maintain sanitary standards, and eliminate fire and/or safety hazards. A complete search and inspection is conducted in each cell before a new inmate occupies it. All cell searches will be entered in the Corrections Officer Activity Log. An Incident Report will also be completed for staff dissemination. Cells should be left as close as possible to the way they were found before the search. Inmate personal property shall be treated with dignity and respect, and not willfully discarded, broken, or misplaced.

General Area Searches:

Staff may conduct general searches of any area of the facility, e.g., work areas, corridors, classrooms, interview rooms, and storage areas. This may be done as necessary. After such a search, an Incident Report will be completed, describing the scope of the search, the results, and a list of all contraband found.

Visitors & Visiting Area Searches:

A *pat down search* and/or *mechanical search* utilizing scanning equipment may be conducted on any or all visitors to the secure area of the jail. Visitors, by entering the jail, agree to all reasonable search requests by jail officers. Inmates must not be permitted in the visiting area where direct contact is possible until a *pat down search* is completed on the inmate. Likewise, *pat down searches* must be completed after any contact visit.

When staff is available, a visual search of each visiting area should be conducted immediately before and after each visitor leaves.

Supplies & Food Stocks:

All supplies and food stocks delivered to the Merced County Corrections Facilities are searched before inmates have access to them, and must be locked in secure storage areas prior to use.

Perimeter Searches:

The perimeter is searched and inspected as part of the daily security inspection. Areas outside the Merced County Corrections Facilities are searched for possible contraband. Perimeter searches include department vehicles and public parking areas.

Mechanical Inspection Techniques:

Mechanical and electronic detection devices may be used for searches in secure locations such as the control center, locked units, entrances, and high traffic posts. The use of hand-held metal detector/wand and mirrors are particularly effective in detecting contraband in hard-to-reach places, hidden in mattresses, and/or other well-concealed locations.

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Contraband Control:

All contraband located during searches is confiscated and turned over to the shift supervisor. Some contraband items may be used for training or display. All other contraband will be destroyed and/or disposed of appropriately. A report is to be written that describes the contraband, including when and where it was found and how it was disposed of if applicable. This report is then reviewed and approved by the shift supervisor. If the contraband was associated with a specific inmate, an incident report will be filed under the inmates name for classification purposes and a disciplinary action may be initiated. When the contraband consists of controlled substances, or may be evidence in a criminal matter, the arresting officer establishes a chain of custody, and logs the item(s) into evidence for prosecution, as well as completing a State Crime Report. Firearms and explosive materials discovered as contraband are not to be stored in the facility and will be removed to the evidence locker. *(See Merced County Corrections Policy and Procedure Contraband Control Policy 03.04 and/or Merced County Sheriff's Office Policy and Procedure Evidence #804)*

Staff Training:

Staff training in search techniques is important so contraband items may be found and potential security and life safety breaches uncovered. However, it is equally important that the staff be familiar with proper techniques for their own safety. Specific training is provided to employees on proper safeguards during searches to reduce the danger of blood borne pathogens, HIV infection, or other hazards. This training shall include cross-gender pat downs and searches, as well as searches of transgender and intersex inmates.

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Merced County Sheriff's Office

Corrections Division

Subject:	Contraband Control	Policy Number: 03.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 02.03, 03.03; MSO Policy 317		

POLICY: The Merced County Sheriff's Office Corrections Division maintains procedures to deter, and detect the introduction, fabrication, possession, and conveyance of contraband in order to maintain a safe, secure, and healthy environment for employees, corrections officers, and inmates of these facilities.

DEFINITION:

Contraband - Any item that was not issued to the inmate or not given to the inmate by jail staff in accordance with facility policy. Contraband may include items that belong in the facility; however, do not belong in the possession or vicinity of an inmate or items altered from its original form or used for something other than its intended purpose. Contraband may also include *excessive amounts* of facility property, items issued to an inmate, commissary items; or, items belonging, issued, or given to another inmate.

Excessive Amounts – More items of a certain type than an individual inmate can reasonably consume or use in two weeks. For example, inmates with multiple tubes of toothpaste, candy, clothing, etc. Storage of such items may be used as barter, and is not authorized.

PROCEDURE:

Contraband control at the facility perimeter is accomplished through routine inspection of windows, fences, rooftops, and other areas where contraband may be directly introduced. These may include, but are not limited to, inspection of the areas and items described elsewhere in this policy set.

Controlling Contraband - General Guidelines:

In order to restrict contraband entering the facility, officers are to:

1. Search individuals entering the facility, including search of persons, packages, and other items;
2. Collect and store incoming inmate personal items and clothing in accordance with *Merced County Corrections Division Policy 02.03*;
3. Provide an inmate clothing suitable for the season and toiletry items, to all individuals confined in the facility for more than 24 hours;
4. Inspect packages and other non-vehicular items entering the facility;
5. Use walk-through or hand-held metal detectors on visitors;

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6. Use depository procedures for law enforcement weapons and ammunition in a secure gun locker outside the inmate traffic area of the facility.

Items, used for any other reason than their intended use, may be confiscated [i.e., burning toilet paper, toothpaste as construction material, chemicals].

Inmate Searches:

Procedures for inmate searches include the following elements, as described in *03.03 Searches and the Merced County Sheriff's Office Policy & Procedure Strip Search Policy 317*:

1. Use of *pat*, and *body* searches by staff;
2. Use of strip searches by staff;
3. Use of visual body cavity searches by staff, when justified;
4. Use of intrusive body cavity searches and non-intrusive technologies, must have a signed search warrant from a Judge, and conducted by qualified medical staff;
5. Searches in housing areas and cells will be carried out in accordance with established procedures;
6. Searches in other common areas, including all inmate program and work areas such as the kitchen, visiting room, and school, as well as corridors, day rooms, activity areas, and the outside recreation area.

Dry Cell Procedures:

Inmates may be subject to dry cell procedures in rooms where the toilets cannot be flushed to enable staff to isolate contraband ingested or inserted rectally for conveyance into the facility.

Intercepting Moving Contraband:

Methods of intercepting moving weapons and other contraband includes the use of random interception of inmate traffic (i.e. searching inmates coming out of activity areas), and searches of moving materials, food carts, etc.

Contraband Fabrication:

Methods of contraband fabrication are included in staff training, as well as procedures for control of raw materials, and access to tools by inmates.

Staff Contraband Issues:

Contraband introduction by staff is addressed during employee training, with a description of the investigative system to be used by the Merced County Corrections Facilities to restrict such items. Employees have no expectation of privacy once they have entered the secured area of the facility. Disciplinary action and criminal prosecution procedures are developed in accordance with the Merced County Sheriff's Office Policy.

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Introduction by Mail:

Mail and packages are inspected for contraband. Mail containing non-criminal contraband will be returned to sender. Any mail containing drugs or other illegal contraband will be turned over to the Operations Division for investigation.

Disposition of Seized Contraband:

Disposition of contraband is a critical function that starts with logging the discovery of contraband and filing a disciplinary report, when possible. A secure storage area is to be identified, and methods are developed for ensuring that the proper chain of evidence is maintained. All contraband items will be lawfully and safely disposed of according to procedures developed by the Merced County Corrections Policy & Procedure Committee and approved by the Corrections Lieutenant. Money and other valuables possessed by an inmate must be added to the inmate's property sheet, so that the items may be returned to the inmate upon release.

If an arrestee is found to be in possession of contraband in the intake area, the arresting officer will take possession of the contraband, and the arresting agency may file additional criminal charges.

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Merced County Sheriff's Office

Corrections Division

Subject:	Use of Restraints	Policy Number: 03.05
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 4-1-2017
California Penal Code 6030; Title 15, Article 5, Section 1058		

POLICY: The Merced County Sheriff's Office Corrections Division maintains the safety and security of all staff and inmates by providing appropriate restraint devices, training and documentation of their use and complying with Title 15 guidelines.

DEPARTMENTAL INTEREST:

It is in the interest of the Merced County Corrections Division to provide reasonable and necessary restraint devices, security and safety standards, control, supervision, and oversight of inmates while in restraints, in and outside of Corrections Facilities. Restraints are used for the temporary control of inmates and are never used for punishment, nor will they be used in lieu of proper medical/mental health treatment.

AUTHORITY:

Restraints shall only be used on inmates who display behavior, which results in the destruction of property, or reveal intent to cause physical harm to self or others. Restraint devices include any devices which immobilize an inmates extremities and/or prevent the inmate from being ambulatory (*Title 15 section 1058*) (*PC 6030*).

The hog-tie method of restraint is not authorized under any circumstances. Hog-tying involves placing the subject in a prone position with his/her hands secured by handcuffs, and legs held together with restraints. The hand and leg restraints are the connected, resulting in the slight elevation of the suspect's upper and lower body.

Types of Restraint Devices:

The following restraint devices are approved for use in Merced County Corrections Facilities:

1. Handcuffs.
2. Waist or Belly chains.
3. Leg/ankle Restraints.
4. Restraint Chair.
5. Hobble Restraint.
6. Zip Tie Nylon Cuff Restraints.
7. The WRAP.
8. Gang Chains.

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Approval of Restraint Placement for non-court/transport details:

Only a Sergeant or above and/or the Medical Authority may order the placement of an inmate into a restraint device. The order will be documented in an Incident Report. If a Sergeant is not on-duty, the OIC is responsible for contacting a Sergeant and ensuring an Incident Report detailing the placement order is completed. If an emergency exists, the OIC may contact a Sergeant after the inmate has already been placed in restraints. Continued retention in restraints will be determined once a Sergeant has been contacted.

Procedure:

Once the inmate is placed in restraints, the following Title 15 guidelines will be adhered to:

1. Direct visual observation shall be conducted at least twice (2) every 30 minutes to ensure the restraints are properly employed and the safety and well-being of the inmate. Monitoring shall include vital signs, assessment of extremity circulation (skin color, blanching, skin temperature, sensation, and movement); neurological assessment (level of consciousness, pupils, extremities); signs of physical trauma and/or dehydrations; and mental status assessment.
2. Any sign of medical distress, the observing officer shall contact medical immediately to request an evaluation.
3. Should a medical emergency be present, (i.e., not breathing, loss of consciousness, loss of felling, etc.), staff shall call for medical assistance and immediately remove the person from restraints to administer any medical care that is required.
4. Observations will be documented on Observation Log.
5. Inmates in restraints shall be housed alone or in a specified housing area, which makes provision to protect the inmate from abuse.
6. Continued retention in restraints shall be reviewed a minimum of every two (2) hours. This will include exercising the inmate's extremities.
7. Medical opinion on placement and retention shall be secured as soon as possible, but no later than four (4) hours from the time of placement.
8. The inmate shall be medically cleared for continued retention at least every six (6) hours thereafter.
9. A Mental Health consultation shall be secured as soon as possible, but in no case longer than eight (8) hours from the time of placement.
10. The inmate's needs for food, fluids, and personal hygiene shall be assessed as circumstances permit; but the inmate must be offered fluids *at least* every 2 hours by Corrections Officers. All offers of food, fluids shall be noted on the Observation Form.

CPR equipment, bag valve mask (Ambu bag), and AED are located in the medical office at both facilities. CPR masks are located in the control area and block office at the Main Jail. CPR masks are located in Sergeant's Office, Control, Building 500 and 600 offices and in the Kitchen Office.

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The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain inmates for security reasons.

Security / Transport Restraints:

1. All inmates being transported for court, medical details and/or movements outside of secured facilities, are required to be secured using departmental approved restraints.
2. All inmates housed in Merced County Corrections Facilities will be handcuffed when moved throughout the facilities, i.e. Medical/Mental Health Sick-Call, Interview, Video Arraignment or any other internal function, for the safety of staff and inmates.

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Merced County Sheriff's Office

Corrections Division

Subject:	Restraint of Pregnant Inmates	Policy Number: 03.06
Approved Date: 3-1-2017		Approved By: Captain Sullivan
Issued Date: 3-1-2016		Revision Date: 3-1-2017
Related Orders: Penal Code 3407, 6030; 15CCR 1058.5		

POLICY: The Merced County Sheriff's Office, Corrections Division maintains the safety and security of pregnant inmates by establishing guidelines for the use of restraint devices. Restraints are used for the temporary control of pregnant inmates and are never used for punishment, nor will they be used in lieu of proper medical/mental health treatment. *Refer to California Penal Code 3407.*

PROCEDURE:

The following restraint device is approved for use in Merced County Correctional Facilities for securing pregnant inmates (*PC 6030*) (*Title 15 Section 1058.5*)

1. Handcuffs

Handcuffs will be placed to the front of the inmate, which allows the inmate to catch herself should she fall.

An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.

A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public.

Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.

This section shall not be interpreted to require restraints in a case where restraints are not required pursuant to a statute, regulation, or correctional facility policy.

Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates, including, but not limited to, the provisions of this chapter, the relevant regulations, and the correctional facility policies.

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Merced County Sheriff's Office

Corrections Division

Subject:	Movement Control of Inmates	Policy Number: 03.07
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division maintains the safety and security of all staff and inmates and provides staff with procedures to enforce internal movement controls to ensure that inmates do not avoid staff supervision, plan escapes, or engage in other inappropriate activities.

PROCEDURE:

Inmate movement from one location to another in the facility must be controlled and supervised by detention staff. This includes individual and group inmate movements. These controls are affected through the use of a *call-out program*, a *scheduled movement system*, and an *individual pass system*.

Movement to activities such as work, sick call, recreation, education or other programs, clothing exchange, and pre-release processing, are regulated by these systems. This control and supervision effort is coordinated with other accountability practices of the facility.

Controlled Movement:

A controlled movement system is used to limit the times during the regular business day when inmates may move from area to area, such as to work, court, or recreation. Prior to these movements between locations, corridor crash gates, housing unit doors, and other traffic control points in the facility are closed and locked. Once the signal is given for the movement by the control officer, staff will open the doors and crash gates for the appropriate amount of time. The control officer signals the end of movement, at which time the doors and crash gates will be re-secured. Regularly authorized group activities and their movement schedules are to be published and posted as part of the procedures for this policy.

General Staff Observation:

Every employee in the Merced County Corrections Division is responsible for observing and monitoring inmate movement and otherwise ensuring that inmates are following the authorized procedures related to individual and group movements. Employees must be especially alert to the movement of inmates or groups of inmates that appear out of context with scheduled activities. Officers should be alert to such indicators as *wrong gender*, *wrong classification*, *loitering*, *grouping by ethnicity*, and *failure to identify*.

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Additionally, officers assigned to corridor, housing unit, and program posts observe inmate movement to verify proper movement authorization and arrival at the designated time and location. This monitoring is aided by non-security staff that has temporary supervision or oversight of inmates in specialized activities, such as work details, medical appointments, and educational activities.

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Merced County Sheriff's Office

Corrections Division

Subject:	Accountability of Inmates	Policy Number: 03.08
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division maintains safe and secure institutional operations through 24 per day inmate accountability procedures that include counts, record keeping, and other supervision efforts.

PROCEDURE:

All inmates in Merced County Corrections Facilities are counted at the start and end of every shift to ensure accuracy of facility population records.

Head Counts:

Head counts are conducted at least twice each shift each day. Head Counts include the verification of inmates in court, on pass or in programs.

Count Times:

The first head count is conducted immediately after shift change briefing and the second count is completed prior to the end of shift, to ensure accuracy and maintain the integrity of population records. A shift change is not completed until any discrepancies have been corrected.

Head Count Procedures:

A head count is announced prior to officers entering a housing area. All inmates are ordered to be seated on or standing next to their bunk or seated in a chair. Inmates are ordinarily counted in their housing areas. If an inmate is in the wrong cell/dorm area, the inmate will be escorted to the correct location before the count continues. Officers must be positive they see a live human body before counting an inmate as *present*.

When making night counts, flashlights should be used judiciously, but enough light should be thrown on the inmate to ensure that a live inmate is being counted. Officers must ensure the inmate is breathing.

Count Documentation:

Each officer assigned to a specific housing area documents counts on the Corrections Officer Activity Log and saved. The logs are reviewed for BSCC compliance by a designee of the Corrections Lieutenant.

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Emergency or Extra Counts:

An *emergency or extra count* is an official count taken at other than one of the times specified for a *head count*; when an inmate is suspected of being missing, or other purposes. In such a count, all inmates will be returned to their assigned housing units to be counted.

After a disturbance is under control, an emergency count must be taken to ensure that no inmate has escaped, is in hiding, or has been seriously injured. For that reason, the shift supervisor must maintain count records that reflect the unit assignments of all inmates.

Picture Counts:

Picture counts will be conducted at least once a day, to ensure the inmate is in the correct cell/dorm. The correctional officer conducting the count will match the inmate's picture to the cell assignment report. The Classification Move List reviewed to check for any ordered/authorized movement. Discrepancies will be corrected immediately.

Transportation Counts:

Transportation Officers will conduct counts using Identification Cards and Move/Court lists when moving inmates between facilities.

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Merced County Sheriff's Office

Corrections Division

Subject:	Release of Inmate to Outside Agency	Policy Number: 03.09
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division ensures that inmates are only released or transferred to the temporary custody of persons or agencies with proper authorization to promote reasonable and necessary safety and security for facility personnel, confined inmates, the public, employees of other entities, and those in the geographic areas surrounding the facility.

PROCEDURE:

Releasing inmates to Outside Agencies requires compliance with provisions of the Merced County Corrections Division Policy concerning escorted trips. *Any questions arising from the review of transfer documents must be verified by contacting the issuing agency.* Records accompanying a transferring inmate must be presented to and remain in the possession of the escorting officer. Unless otherwise authorized by the Corrections Lieutenant or designee, the following records are transferred with the inmate:

1. Medical records and any necessary medication while in transit;
2. Medical conditions notice detailing any special handling or treatment enroute;
3. Commitment papers or other documents supporting the escorting officer's authority to have custody of the inmate;
4. Identifying information for the inmate; such as name, booking number, and photograph, which is to be updated throughout the inmate's sentence as his/her appearance changes;
5. Charge or sentencing offense;
6. Sentence or potential sentence;
7. History of assault, escape, mental health problems, or other potentially dangerous behavior and classification information.

Inmates in transit are not permitted access to any of their accompanying files. The transporting officer indicates by signature receipt of the specific file material accompanying the inmate.

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Merced County Sheriff's Office

Corrections Division

Subject:	Key & Lock Control	Policy Number: 03.10
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division maintains a key control program and procedure that provides maximum staff control over locks, keys, and locking devices, and restricts access to sensitive keys while enabling prompt response to emergencies.

PROCEDURE:

The Corrections Sergeants are responsible for overall operation of the key control program.

Categorization of Keys:

The key and lock control program includes a variety of methods for ensuring that only staff control all locking devices and that the use of keys and locks effectively ensures institutional security. There are two basic categories of keys in the facility; however, both are accountable under the procedures in this policy.

1. Security keys are those that if lost or duplicated by inmates would jeopardize the safety or security of the facility, employees, visitors, inmates, or aide an escape.
2. Non-security keys are those that if lost would not require urgent security action and do not control access to security-type doors, sliders, or areas with hazardous or sensitive materials.

Key Issue:

A key locker in the sergeant's office is the main repository for all regular, emergency, and restricted keys in use in the facility. Officers will note their key-set on the Key-set/Taser log when in briefing. The key-set will also be noted on the Control Log and the Supervisor's Pass-On log to track the key-sets.

Restricted Keys:

The S-1 key is necessary for entry and movement within the John Latoracca Correctional Center Administration Building. The Equipment Sergeant tracks and assigns keys issued to staff.

Key Storage & Issue:

A key-locker is located in the Sergeant's office that is of sufficient size to accommodate all keys and key rings routinely used. All keys in circulation are to remain on key rings that are soldered or affixed shut to prevent tampering or removal of individual keys.

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Key Accountability:

Shift Sergeant's will compare key-set sign-out logs with pegs in the key-locker for accuracy on a daily basis. Any discrepancy will be corrected immediately. An employee inadvertently carrying keys home must be contacted and required to return them to the facility promptly.

Lost or Misplaced Keys:

An immediate verbal report of any lost or misplaced key or key ring is made to the shift supervisor, stating when loss or misplacement was discovered, the circumstances surrounding the episode, and the keys involved. Appropriate searches are conducted immediately in an effort to locate the lost or misplaced keys. A written report is submitted as soon as possible to the shift supervisor. When security keys are lost or misplaced, proper security precautions must be taken immediately to guard against unauthorized access to sensitive areas, or escape from the institution. If security keys are lost or unaccountable or if inmates may have made impressions of the keys, locks must be changed immediately and other institutions that use the same keys are notified immediately.

Emergency Keys:

Emergency key rings are to be established that provide access to every area of the facility in case of fire, riot, or other major emergency. These rings are stored in a secured separate section of the facility.

The keys on the emergency rings themselves are regularly rotated into use to prevent uneven wear. This ensures the locks are properly functioning, all key wear is within limits, and employees are familiar with the operation of the system.

A duplicate set of emergency key rings is maintained in a separate, secure location, apart from the area containing operational keys, unless the issuing point is outside the perimeter. All staff must be specifically trained in the use of the emergency key system.

Duplication of Keys:

Unauthorized possession, alteration, marking, duplication, manufacture, or making impressions of keys by staff is prohibited. Staff will be subject to disciplinary action in such instances.

Staff Training:

All staff must be trained in the key control system and particularly the emergency key system, so that in a time of crisis anyone issued any set of keys can use them for the intended effect. As part of this training, employees are taught the following key control principles:

1. Carry and use keys as inconspicuously as possible;
2. Fasten keys securely to the belt with a hook;
3. Check the count when exchanging keys from one employee to another, confirming the actual key count against that on the tag;
4. Avoid references to key numbers or any identifying information in the presence of inmates;

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5. Exchange keys hand-to-hand, do not drop, toss, or throw;
6. Do not use force to operate locks. If a lock does not function easily, report the malfunction to the shift supervisor;
7. Do not attempt to repair locks. Lock repairs will be performed only by a locksmith or qualified staff member;
8. Do not permit an inmate to handle any security keys under any circumstances.

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Merced County Sheriff's Office

Corrections Division

Subject:	Searching & Detaining Non-Inmates	Policy Number: 03.11
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 10.01		

POLICY: The Merced County Sheriff's Office Corrections Division prevents the introduction of contraband by visitors, contractors, employees, and other non-inmate or officer personnel. Outsiders, who are perceived to pose a threat to the integrity of the facility, are prohibited from entering the facility.

PROCEDURE:

Staff processing of prospective visitors or others (such as contract employees, trade persons, repair personnel, etc.) must be aware of the possibility that these individuals may be conveying contraband, or could for some other reason, pose security management problems for the facility.

Permissible Actions:

Merced County Corrections Division staff *does not* have the authority to detain non-inmates against their will. In those instances where prospective visitors or other persons are suspected of conveying contraband, or may potentially be disruptive if admitted, entrance personnel are authorized to defer approval for entry and confer with supervisory personnel. The shift supervisor may deny a visit under circumstances described in the Merced County Corrections Division Policy *Inmate Visitation 10.01*.

In the event there is an incident or facts emerge giving rise to a belief that a possible criminal violation may have occurred, entrance personnel are to notify their supervisor immediately. If possible, this should be done without alerting the individual involved. The supervisor makes a determination as to whether local law enforcement officials are to be called or if additional inquiry is needed. If the person desires to stay, pending an appeal of the decision denying entry, they may be permitted to stay in the public area of the institution under staff supervision. If they desire to leave, they must be permitted to leave. If they stay and law enforcement personnel arrive, then the Merced County Corrections Division employees cooperate in describing the events that led to the incident. In most cases the individual has identified themselves during the process that information may be given to the investigating official.

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Merced County Sheriff's Office

Corrections Division

Subject:	Body Scanner & Radiation Safety Program	Policy Number: 03.12
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: 21CFR 1020.40(b)(5); MSO Corrections Policy 03.03, 03.04		

POLICY

It is the policy of this Office that the low dose, X-Ray based operation of the *Canon Rad PRO Secur PASS* body scanner will be used as a tool to assist staff with detection and prevention of weapons, contraband and prohibited items from entering the secure areas of the jail. The purpose of this policy is to establish an effective radiation safety and protection program that will reduce the risk of exposure related to the use of ionizing x-radiation, and provide for the safe operation of the body scanner.

DEFINITIONS:

Body Scan: X-ray technology used to produce an image revealing the presence of contraband concealed on or inside of a subject.

Body Scan Device: A stationary system for obtaining full height radiographic images of a person to detect any kind of weapons, explosives, drugs, precious stones, and metals either concealed under the clothes, swallowed, or hidden in anatomical cavities of the human body (for example, drugs in capsules) without causing harm to the scanned person.

X-Ray: Referred to as x-radiation, is a form of electromagnetic radiation similar to light but of shorter wavelength and capable of penetrating solids and ionizing gases.

Radiation: Radiation is the process in which energetic particles or waves travel through a medium or space. There are two distinct types of radiation: ionizing and non-ionizing. X-radiation is an ionizing radiation.

Radiation Survey: Measurement of the x-radiation equivalent dose rate at the external surfaces of the body scan device, the personnel work station(s), the boundaries of the working zone, and in adjacent rooms if applicable.

Exposure: A term defining the amount of ionizing radiation that strikes living or inanimate material. The Federal Drug Administration definition is found in CFR, Title 21, 1020.40(b)(5).

Dose: The quantity of radiation or energy absorbed.

RSO: Radiation Safety Officer.

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GUIDELINES:

1. Only authorized personnel may view the body scan monitors or images produced by the body scanner. The monitors shall not be in an area viewable by inmates.
2. Whenever possible all persons conducting or otherwise present in the monitor viewing area shall be the same sex as the person being scanned. Exceptions may include identifying an anomaly for the purposes of training or emergency situations to avoid great bodily injury to person being scanned or staff.

Scanning Inmates and Property:

Inmate searches are necessary to ensure the safety of staff, inmates and visitors and are accomplished by conducting effective and appropriate searches of inmates, visitors, and areas within the facility in accordance with applicable laws. Body scanning, strip and visual body cavity searches shall be conducted in a reasonable manner, balancing the significant and legitimate security interests of the jail against the invasion of an inmate's personal rights; and never as a punitive measure.

The introduction of contraband, intoxicants or weapons into the jail poses a serious risk to the safety and security of staff, inmates, volunteers, contractors and the public. Any item that is not available to all inmates may be used as currency by those who possess the item, and will allow those in possession of the item to have control over other inmates. Any item that may be used to disengage a lock, other electronic security devices, or the physical plant itself, seriously jeopardizes the safety and security of the jail. Carefully restricting the flow of contraband into the jail can only be achieved by thorough searches of inmates and their environment.

The body scanner may be used to scan any item belonging to an arrestee or inmate who is booked within the facility. Scanning of a new arrestee's property may be conducted when articulable facts exist to believe the contents of the property may pose a risk to the safety or security of the facility. Use of the body scanner to inspect the contents of packages or articles not belonging to an arrestee or items that will not be stored inside the jail property room will not be conducted without prior written authorization from a Sergeant/Officer-in-Charge (OIC). The purpose of the body scanner is to prevent contraband from entering the facility, and to detect weapons, drugs and contraband possessed by inmates within the facility or hidden within their property.

The body scanner does not take the place of a pat-down search or strip search when facts exist to warrant a strip search.

Pacemakers and Other Medical Devices:

There is no FDA published material indicating the use of the body scanner will adversely affect implanted medical devices, such as a pacemaker. A person who claims to have such a device should first be examined by medical staff prior to a scan. However, the presence of such a device should not

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preclude the use of the body scanner, unless other circumstances known to medical or jail staff indicate otherwise.

Cancer Patients:

Inmates who are being treated for cancer with Radiation Therapy will not be scanned.

Pregnant Inmates:

Prior to scanning an arrestee or inmate, the Corrections Officer performing the scan shall ask the arrestee or inmate if they are pregnant. The body scan device shall not be used to scan arrestees or inmates who are known to be pregnant under any circumstances. A statement by the arrested person or inmate that she is pregnant is sufficient for Corrections Officers until verification can be made.

If pregnancy is not obvious and there is suspicion the inmate is alleging pregnancy to avoid being scanned the pregnancy can be verified. Pregnancy tests will be conducted by medical staff. This test normally occurs before the female is housed. If medical staff advises an arrestee claiming to be pregnant has tested negative (not pregnant), the arrestee may be scanned with the body scan device. This will only occur if the negative test result is revealed before the arrestee is housed.

Intoxicated Arrestees:

Care should be exercised when scanning persons who demonstrate an acute level of intoxication to such an extent that standing, or remaining still for the duration of the scan might not be possible. If the person demonstrates objective symptoms of intoxication to an extent that their safety may be compromised by the moving scanner platform, then the scan should be delayed to a later time, or deferred completely if the person will be released when sober.

New Arrests:

New Arrests will be scanned using the following procedures:

1. The arrestee will be subject to a pat-down search followed by removal of all property from their clothing. Following removal of all property, the arrestee will be escorted and instructed to stand on the platform with their face pointed toward the dot on the platform. The inmate will be instructed to hold their shoes at either side during the scanning process.
2. If it is suspected the inmate may have concealed weapons or drugs in their shoes, the Corrections Officer should scan the shoes separately to avoid potential use of a weapon or destruction of evidence.

Inmates Housed in General Population:

Inmates who have turned themselves in on a commitment may be scanned at any time. No articulable facts are required beyond the routine security precautions necessary to safeguard the safety and security of the facility and the health and welfare of the inmate population.

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Detection of Contraband:

If the scanning process of a new arrest reveals an object that is clearly identifiable as a weapon, drug or contraband, the following procedures will be followed:

1. If the object is clearly a weapon or suspected drug, appropriate officer safety practices will be utilized, the arrestee secured with restraints and placed under constant supervision.
2. The Corrections Sergeant will be advised of the detection.
3. The arrestee's clothing will be searched in the approximate area where the object appeared to be located.
4. If the clothing search is unsuccessful, a strip search may be authorized by the Corrections Sergeant.
5. If the object appears to be in a body cavity such as the rectum, vagina or mouth, the arrestee will be asked to remove the object.
6. If the arrestee refuses to remove the object, or the object appears to be in a location where a physical body cavity search or intrusive medical procedure would be required, medical staff will be notified of the suspected concealed item and apparent location. The inmate will be placed in a Dry Cell in accordance with Corrections Division Policy 03.04, Contraband Control, Dry Cell Procedures.
7. Upon a determination from medical staff that the object presents a medical threat to the health or welfare of the inmate, or cannot be removed without intrusive medical procedures, the arrestee will not be accepted for booking. The arrestee will be turned over to the arresting officer for transport to the hospital.
8. The Corrections Sergeant will download and print a copy of the image which will be provided to the arresting officer. The arresting officer will be required to obtain a medical clearance before accepting the arrestee.
9. Only a physician may conduct a physical body cavity search. Except in exigent circumstances, only a physician who is not responsible for providing ongoing care to the inmate may conduct the search.
10. Except for the physician conducting the search, persons present must be of the same sex as the person being searched. Only the necessary staff needed to maintain the safety and security of the medical personnel shall be present.
11. Privacy requirements, including restricted touching of body parts and sanitary condition requirements are the same as required for a strip search.

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Housed Inmates:

To prevent the introduction, transfer or concealment of weapons, drugs and contraband inside the facility, all housed inmates may be scanned at any time. No specific articulable facts are required beyond the routine security precautions necessary to safeguard the safety and security of the facility, and the health and welfare of the inmate population.

Considerations that may warrant use of the body scanner for housed inmates:

1. Inmates returning from court, outside medical appointments, third party contact, or inmate transfers from other institutions where the inmate(s) may have had access to weapons, drugs or contraband.
2. Inmates within housing units who demonstrate signs or symptoms of drugs or intoxication.
3. Housed inmates who are the subject of a jail or criminal investigation involving weapons, drugs or contraband.
4. Confidential informant information that indicates a specific inmate is concealing weapons, drugs or contraband.
5. Other information known to any staff member that would indicate an inmate, or group of inmates, may be in possession of weapons, drugs or contraband.

Refusal by Arrestee or Combative Inmates:

Due to the nature of the scanning process, scanning a combative arrestee or inmate will not produce a usable image. Arrestees or inmates who refuse to cooperate with the scanning process will be, at a minimum, placed into a cell where their activities can be monitored. If the arrestee's charges, history or behavior would otherwise qualify them for a strip search, the arrestee will be strip searched.

The arrestee may be accepted into custody and booked, but will remain in a cell until they have been scanned or a strip search conducted, for weapons, drugs or contraband. If an inmate is housed in a cell for observation due to a refusal to submit to a scan, medical staff will be notified and a Observation Log will be started, consistent with policy and procedure. In any case where an inmate is placed in an observation cell pursuant to this section, the placement will be reviewed by the Facility Lieutenant within the first twenty-four (24) hours of placement, and every forty-eight (48) hours thereafter.

Preservation of Images:

In the event weapons, drugs or contraband items are detected, the image will be flagged as a "positive" and noted in the log book maintained at the operator station. The Sergeant/OIC will be notified of the detection and appropriate steps will be taken to preserve the image, if needed as evidence for a criminal prosecution. Sheriff's Office protocols for booking evidence will be utilized for criminal cases handled by the Sheriff's Office or the jail. If the evidence is being provided to

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another agency, that agency will be responsible for documenting chain of custody and preservation of the image (digital or print).

When contraband is recovered or detected as a result of the body scan, a Jail Incident Report will be generated.

Inmate Property:

Inmates have traditionally used a variety of methods to conceal weapons, drugs and contraband. Methods have involved concealing prohibited items inside inmate commissary containers, issued bedding and within envelopes used for legal materials.

Notwithstanding language regarding the property of new arrestees or persons not housed in the jail facility, any property located in inmate housing may be scanned at any time, and for any reason. Inmate property located in a jail property bag may be scanned when staff has information to believe articles within the property bag may contain illegal property, weapons, drugs or contraband that would pose a risk to this facility if not recovered from the bag, a risk to another institution if the inmate is transferred, or a risk to the general safety of the public if the inmate is released.

System Safety and Operating Parameters:

The following provisions shall be adhered to by all staff:

1. Upon becoming aware of any safety issues related to a body scan device, staff shall immediately report their concerns to their supervisor and cease using the device until approved by the shift supervisor.
2. Operators of a body scan device shall use it in a responsible manner, in accordance with this policy, and in accordance with the manufacturer's operating instructions.
3. The operator's manual for the body scan device shall not be removed from the work station.
4. During operation of the body scan device, unauthorized persons (other than service personnel) are not allowed within the working zone, approximately 2 meters out from each side of the base of the unit. The working zone shall be clearly marked on the floor around the unit. The device shall be considered operational while the red light on the unit is on.
5. All part removal and installation of scan device components shall be completed by a service engineer of the representative company and/ or additional service contractors.
6. New machines will be registered according to law.

Training:

Body scan device operator training consists of the following subject matter:

1. Design of the body scanner: purpose of the basic components, principles of the scanner operation.

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2. Radiation and overall body scanner operation safety principles: History of X-ray, nature of X-rays, the X-ray Tube, penetration and absorption, security X-ray machines, X-ray scanners features, prohibited items, limitations of X-ray, operating procedures, and health and safety.
3. Control of the scanner: switching on, testing, data input, scanning and switching off.
4. Principles of investigation of digital images: analysis (determination) of objects on the human body, using the mathematical filters, scaling, etc.
5. Malfunction diagnostics.
6. Practice and knowledge testing.

Radiation Safety Officer and Shift Supervisor Duties:

An appointed designee shall serve as the Radiation Safety Officer (RSO). The RSO will:

- Maintain the Radiation Safety and Protection Program and coordinate the safe operation of X-ray body scan devices in compliance with applicable state and federal regulations.
- Ensure body scanner is registered with the Radiologic Health Branch of the California Department of Public Health (form number RH-2261).
- Ensure all radiation sourcing equipment operated is maintained and serviced in compliance with applicable state and federal requirements.
- Arrange and schedule any needed repair or service for a body scan device upon being advised of any damage or malfunction.
- Retain any survey, service, inspection, and instrument calibration records for the lifetime of the body scan device.
- Ensure that the annual fee for the body scan device is paid to the Radiologic Health Branch of the California Department of Public Health prior to the anniversary of the effective date of the license.
- Maintain a database of scanned inmates for the purposes of tracking exposures.

The shift supervisor, with the assistance and coordination of the RSO will:

- Notify the RSO upon becoming aware of any maintenance issues related to a body scan device.
- Notify the RSO immediately upon becoming aware of any safety issues related to a body scan device.

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Safety Features:

- The system operation modes are preset by the manufacturer during installation and are not to be changed by the operator.
- The following design features of the system make it possible to minimize radiation doses for staffing conducting the scan and persons being scanned:
 - X-ray generator enclosed in the X-ray protection case.
 - Slit diaphragms system, making it possible to obtain a narrow fan-shaped beam.
 - X-ray protection shutter cutting off output of the X-ray radiation from the generator.
 - Inbuilt X-ray radiation filter.
 - Highly sensitivity digital X-ray radiation converter.
 - Inbuilt dosimeter purposed to monitor the personal dose rate under any mode of the X-ray generator operation.
- Emergency stop switch on the portal with the fixed position of the red mushroom shaped button, when activated, cuts off the X-ray radiation from the generator with the X-ray protection shutter and stops the platform.
- Red signal lights (on the portal) indicate X-rays generation and platform movement.
- The X-ray protection shutter cuts off the X-ray radiation from the generator in case of deviations from the system mechanisms and electronic devices operation parameters and conditions set by the manufacturer as well as in case of malfunctions.
- In case of a failure of the X-ray protection shutter, the high voltage is not supplied to the X-ray tube.
- The software tests the system upon its switching on and in the process of scanning. Detected faults messages are displayed on the operator monitor.

Radiation Survey:

An annual radiation survey shall be performed on each body scan device to ensure no radiation exposure to operators:

- Upon installation of a new unit.
- At intervals not exceeding one year.
- Upon relocation of the body scanner.
- Immediately following any service that could potentially increase the system output. This survey shall only be performed by persons and contractors authorized to perform this service.

Safety of Persons Scanned:

The inspected person dose rate per inspection should not exceed the contracted value of 0.1-1.0 uSv.

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Dose Per Screening:

The minimum radiation dose to which an inmate or arrestee being scanned is exposed per scanning session, does not exceed .75 uSv. For the body scan device, the annual quota of the dose for one person in case of repeated inspections of him/her is set to be 30% of the limit of the man-caused exposure of the population to radiation (0.3 mSv/year). The three scan techniques available on the body scan device are:

- "Low" (0.25uSv/0.025mR per scan), "medium" (0.50uSv/ 0.050mR per scan), and "high" 0.75uSv/0.075mR per scan).
- Taking into account the above characteristics of the body scan device, it allows the same person to be inspected up to 1000 times per year at .25 uSv, 500 scans per year at .50 uSv and 333 scans per year at .75 uSv.
- Each respected scan level produces a slightly higher level of image resolution. To maximize the ability of staff to detect small items with "loose" degrees of density, the "high" dose rate should be utilized as the default scanning level.

Safety for the Operator:

Within an unshielded perimeter of approximately 2 meters from the body scanner, the maximum dose rate of the scattered radiation does not exceed 10uSv per hour.

Safety for Bystanders:

For incidental or occasional bystanders, the level of exposure per day and year is negligibly low. However, based on vendor recommendations, the scanning/working zone, approximately 2 meters out from each side of the base of the body scanner, shall be clearly marked on the floor around the unit.

System Check:

The intake staff for each shift will complete an initial status equipment and safety check prior to operating the device. Staff completing a status equipment and safety check will:

- Inspect the device for obvious damage.
- Ensure all access panels are securely in place.
- Ensure all accessible (external) cable connections are secure.
- If the system is not already on, turn it on using the key switch (clockwise).
- Verify that the "POWER ON" light is lighted.
- Record the check in the post log book.

Notify their immediate supervisor who will notify the Facility Manager or designee. The shift supervisor will:

- Advise the RSO the body scanner may need service or repair.
- Ensure the body scanner is not operated until appropriate service or repairs have been completed.

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- If it is believed that the damage or malfunction may compromise the safety of any persons in the immediate vicinity of the device, the emergency procedures outlined within will be followed.

Emergency Procedures:

If an emergency situation occurs, the body scan device shall be powered off and the appropriate personnel shall be notified in accordance with the system check requirements. If the control panel is not accessible or functioning, the main power breaker for the system must be shut off and/ or the unit should be unplugged immediately. The main power breaker for the body scan device is located in the wall left of the control system and is labeled “Main Power”.

If a situation occurs in which staff suspect possible exposure to excessive or dangerous levels of radiation while operating the body scan device, the operator will immediately notify the shift supervisor who will assess the situation and circumstances. If a risk exists, the shift supervisor will see that the body scanner is shut down appropriately and will notify the RSO.

If it is suspected that there was a potential exposure to excessive or dangerous levels of radiation, the shift supervisor will ensure that the use of the body scan device is immediately discontinued and notify the RSO and Jail Operations Lieutenant. The RSO will:

- Schedule any needed service and a radiation survey on the identified body scan device.
- If it is deemed safe, ensure that the body scan device is surveyed in the condition it was when it became suspect.
- Only clear the body scan device to return to normal operations if it is determined to be safe by a service engineer from Virtual Imaging or another qualified service contractor. If it is believed a radiation leak has occurred, the RSO will ensure that a service engineer from Virtual Imaging or another qualified service contractor will calculate the approximate exposure (radiation intensity) of the person(s) possibly exposed for filing an injury report refer to Policy and Procedure.

This policy does not create any mandatory duty, rights, or causes of action.

Suggested Cross References: Not necessarily all inclusive

Merced County Sheriff's Office Corrections Divisions Policy

03.03 Searches

03.04 Contraband Control

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Merced County Sheriff's Office

Corrections Division

Subject:	Body Worn Camera	Policy Number: 03.13
Approved Date: 12-15-2017		Approved By: Captain Gibson
Issued Date: 12-15-2017		Revision Date:
Related Orders: MCSO Policy 450		

POLICY: This policy provides guidelines for the use of portable audio/video recording devices by members of this department while assigned to the Merced County Sheriff's Office Corrections Division. Agency members assigned to the Corrections Division shall adhere to all of the provisions set forth in Merced County Sheriff's Office Departmental Policy 450 "Portable Audio/Video Recorders," as well as the provisions set forth in this policy.

DEFINITIONS:

BWC – Body Worn Camera

S.E.R.T. – Special Emergency Response Team

PROCEDURE: Departmental personnel assigned to the Corrections Division shall activate their BWCs in accordance with the general procedures set forth in this policy, MCSO Policy 450 Portable Audio/Video Recorders, as well as while in the performance of the following duties:

1. Anytime an inmate is removed or escorted from their cell, dormitory or holding area.
2. Upon entering a cell, dormitory or holding area occupied by any inmate (i.e. conducting a count, dormitory checks, window checks).
 - a. Exception – while supervising pod time, yard time or conducting general observation and intensive observation checks, unless a situation arises that dictates otherwise.
3. Processing of new arrestees (except during the supervision of medical screenings or classification interviews).
4. During any resistive inmate movement or cell-extractions.
5. Searches of a cell, dormitory or holding area (i.e. shakedowns).
6. Supervising inmate workers who are in close proximity to security exit/entry points or perimeter fencing.
7. During the loading and off-loading of Transportation vehicles at any location.

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8. Responding to inmate fights, riots, disturbances, and uncooperative inmates, use of force situations, unusual or suspicious circumstance situations, any emergency situation and any interactions with an inmate with a history of uncooperative, unpredictable or violent behavior.
9. While performing the duties as a S.E.R.T. member in any of the previously mentioned instances. All participating S.E.R.T. members shall wear an activated BWC during any S.E.R.T. operation (excluding training exercises).
10. Officers shall not record inmates while conducting a strip search, conducting a classification interview, supervising a medical interview, during the time medical care or treatment is provided to an inmate (including while at any hospital or clinic outside of the MCSO facilities), or during an inmate's use of the toilet or shower. There may be a situation that dictates the need for BWC activation, such as the inmate becoming uncooperative or resistive, or the possibility of an allegation of misconduct arises from the contact.

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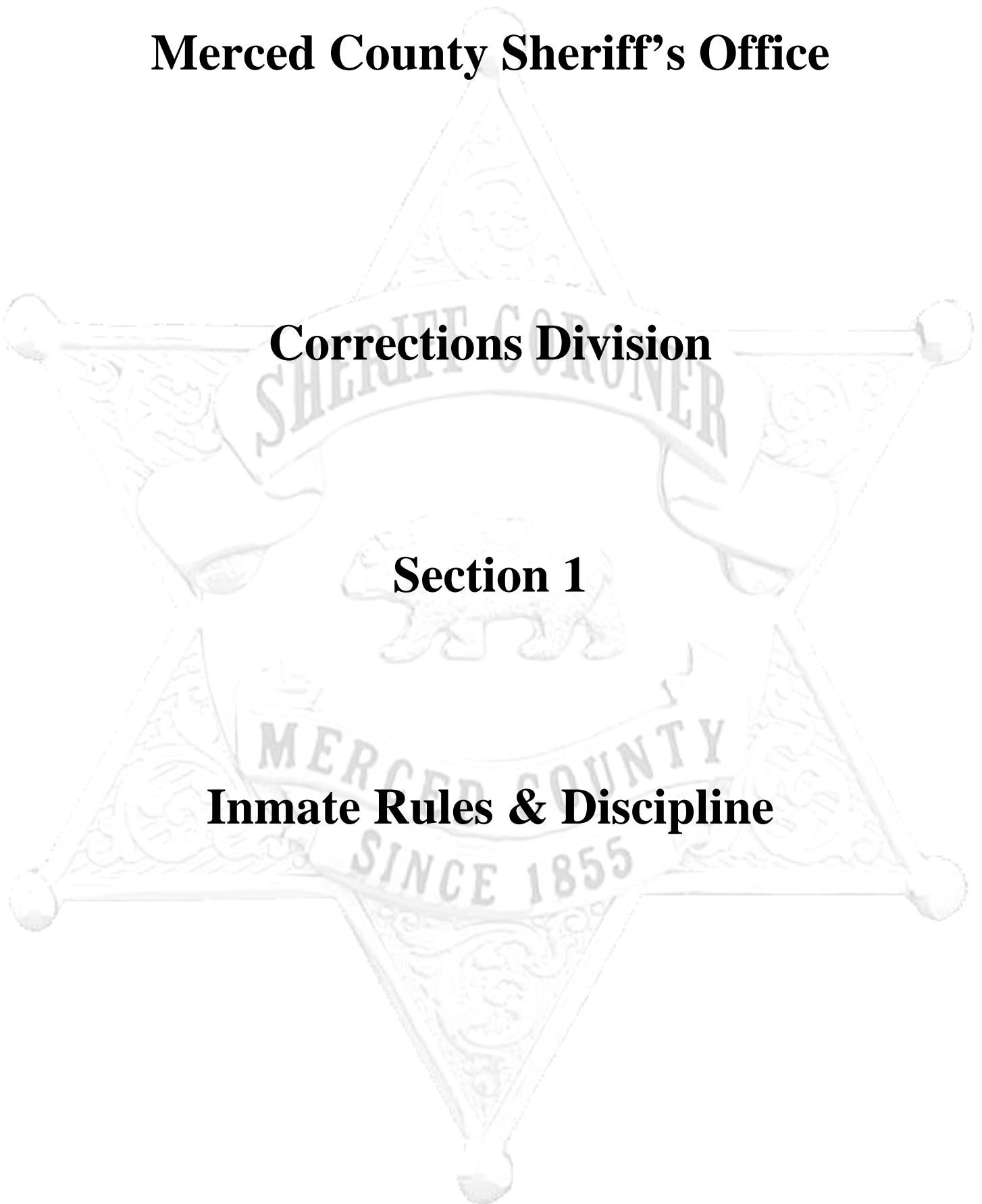
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Merced County Sheriff's Office

Corrections Division

Section 1

Inmate Rules & Discipline



Merced County Sheriff's Office

Corrections Division

Subject:	Inmate Discipline	Policy Number: 04.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 4-1-2017
Related Orders: Title 15, Article 7, Section 1081; Title 24, Part 2, Sections 1231.2.5, 1231.2.6, 1231.2.7; California Penal Code 4019.5		

POLICY: The Merced County Sheriff's Office Corrections Division maintains a system of strict inmate discipline while incorporating due process and maintaining order in the facility. Through clearly established rules and enforcement procedures, inmates are provided a safe, healthy, housing environment.

GUIDELINES:

A properly managed inmate discipline program is necessary, and is intended to:

1. Maintain security, control, and safety;
2. Ensure inmates' due process rights;
3. Ensure fair and consistent disciplinary practices;
4. Ensure proper documentation of all rule violations;
5. Provide applicable safeguards to inmates;
6. Provide staff with training in the discipline policy, including familiarity with the rules of the facility, rationale for the rules, and definition of available sanctions.

Inmates are required to conform to the standards of conduct reflected in issued Inmate Handbook rules and regulations. Any inmate who violates a facility rule or regulation is subject to disciplinary action under the provisions of this policy.

All inmates are to adhere to disciplinary policies and procedures whether they are housed together or separated from other inmates.

Officer Duties:

The Title 15 Compliance Officers will serve as the Disciplinary Hearing Officer (DHO) while on duty, and be responsible for making:

1. All determinations regarding minor or major infractions,
2. Recommendations for action, subject to the advice and consent of the shift supervisor.

All decisions are subject to appeal, with the Corrections Lieutenant rule on all appeals.

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Minor Rule Violations:

Minor acts of non-compliance or minor violations of institution rules may be handled informally by any correctional officer by counseling or advising the inmate of expected conduct, assignment to an extra detail, or removal from a work assignment without loss of work time credit. In addition, temporary loss of privileges such as, but not limited to, access to television, telephones, or commissary, or lockdown for less than 24 hours, may be considered minor discipline if such acts are accompanied by written documentation, and a policy review and appeal to a supervisor.

Major Rule Violations:

Major violations or repetitive minor acts of non-conformance or repetitive minor violations of institutional rules, which, in the judgment of the staff member has more serious inmate and facility management implications shall be reported in writing by the staff member observing the act and submitted to the Disciplinary Hearing Officer for review and possible disciplinary hearing. The inmate shall be informed of the charge(s) in writing. The consequences of a major violation may include, but are not limited to;

1. Loss of good conduct credit;
2. Loss of privileges for a period not to exceed 30 days;
3. Reclassification;
4. Removal from work details or programs;
5. Disciplinary isolation diet, not to exceed 30 days.
6. Per Title 15 visiting and exercise yard are required and cannot be taken prior to a formal discipline process.

Reporting Rule Violations:

As soon as staff becomes aware that any rule violation has occurred, the staff member observing the incident will prepare an incident report. The report will be reviewed and the discipline approved by the shift supervisor. If the officer files a Disciplinary Action Report, the incident report will be attached and forwarded to the Title 15 Compliance Officers. No discipline will be imposed until the DHO has completed the disciplinary hearing or upon completion of an appeal. The Disciplinary Action Report will contain details of the violation, including the following:

1. Rule violated;
2. Date and time of offense;
3. Location of offense;
4. Inmate(s) involved and inmate or officer witnesses;
5. Adequate details of the violation and incident to substantiate the claim, including type and disposition of contraband or physical evidence;
6. Description of immediate action taken, including any force used by inmate or staff;
7. Notification of Disciplinary Action to the inmate;
8. Any photo or video evidence;
9. Reporting staff member's signature and date and time of the report.

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Investigation:

The disciplinary officer must be someone not involved in the claimed violation or charges. If they are involved, the shift supervisor will assign another corrections officer to fill the duties of the DHO.

Before any investigation commences or staff members question the inmate regarding any aspect of the matter, the inmate shall be provided in writing the evidence relied on and the reasons for the disciplinary action.

Any officer may serve as an investigating officer if he was not involved in the alleged violation. The investigator will interview the inmate and/or other parties who may have information regarding the incident. The officer completing the investigation has the option of recommending additional investigation, referring the matter for prosecution, or informally resolving the claim.

Formal Hearing Process (Major Rule Violations or Repetitive Minor Acts of Non-Compliance):

If the investigating officer has a reasonable belief that a major rule violation or repetitive minor acts of non-compliance has occurred and that *formal disciplinary action* is warranted determined by the rule violation, a hearing for disciplinary action will be scheduled within 72 hours, unless waived by the inmate or for good cause. The inmate will be notified of the rule infraction at least 24 hours in advance of the hearing.

A facility administrator may administratively segregate any inmate from the general population or program for reasons of personal, mental, or physical health, or under any circumstance in which the safety of the inmates, staff, program, or community is endangered, pending disciplinary actions or a review.

For those inmates who are illiterate or unable to read English, and for persons with disabilities, provision shall be made for the jail staff to instruct them verbally or provide them with material in an understandable form regarding jail rules and disciplinary procedures and penalties.

The DHO will hear the facts of the alleged violation, weigh the evidence, and make a ruling as to the disposition of the case. An inmate charged with a rule violation may have the opportunity [but is not required] to be present, make a statement, and present documentary evidence.

The inmate may request witnesses when such witnesses are reasonably available and their presence is not deemed to be disruptive or hazardous to institutional safety. The DHO will state reasons for any limitations placed on testimony or witnesses.

The accused inmate will be removed from the hearing during the testimony of others whose statements are best given in confidence and the reasons for any such exclusion will be documented.

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Sanctions:

The DHO is empowered to impose appropriate sanctions when in their sole judgment a charge is substantiated. After a finding that a prohibited act occurred, the DHO may impose the following dispositions, or a combination thereof:

1. Dismissal of any or all claim and clearing of the record;
2. Reprimand;
3. Forfeiture of available good time;
4. Restriction of any privilege. An inmate's non-privileged mail (major rule violation and must be reviewed every 72 hours), visiting (major rule violation only), commissary, telephone access, or other privileges may be withheld, but only when the violation involves rules regulating that activity;
5. Confiscation of property;
6. Disciplinary Diet, 30 days (major rule violations only). The facility manager must approve the initial placement on the disciplinary isolation diet and ensures that medical staff is notified. In consultation with medical staff, the facility manager approves any continuation of the diet every 72 hours;
7. Suggest Classification Unit transfer the inmate to another facility; &
8. Suspension of execution of any sanction imposed.

The DHO will impose the sanctions noted above in proportion to the seriousness and repetition of the infractions for the purpose of controlling behavior and punishing the inmate.

Limitations on Disciplinary Actions:

1. If an inmate is on disciplinary isolation status for 30 consecutive days there shall be a review by a Corrections Lieutenant before the disciplinary isolation status is continued. This review shall include a consultation with health care staff. Such reviews shall continue at least every 15 days thereafter until the disciplinary status has ended. This review shall be documented in an Incident Report.
2. The disciplinary isolation cells or cell shall have the minimum furnishings and space specified in Title 24, Part 2, 1231.2.6 and 2.7. Occupants shall be issued clothing and bedding as specified in Articles 13 and 14 of these regulations and shall not be deprived of them through any portion of the day except that those inmates who engage in the destruction of bedding or clothing may be deprived of such articles. The decision to deprive inmates of such articles of clothing and bedding shall be reviewed by the Corrections Lieutenant or designee each 24 hour period.
3. Penal Code Sections 4019.5 expressly prohibits the delegation of authority to any inmate or group of inmates to exercise the right of punishment over any other inmate or group of inmates.
4. In no case shall a safety cell, as specified in Title 24, part 2, 1231.2.5, or any restraint device be used for disciplinary purposes.
5. No inmate shall be deprived of the implements necessary to maintain an acceptable level of hygiene.
6. Food shall not be withheld as a disciplinary measure.

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7. Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours, without review and approval of the Corrections Lieutenant.
8. In no case shall access to courts and legal counsel be suspended as a disciplinary measure.

Record of Findings:

A record will be maintained of the hearing, including witnesses heard, evidence considered, and the disposition of the incident. The record will be kept in the Disciplinary Log. This record will be complete and will contain:

1. The date and time of the hearing;
2. A list of all witnesses and a summary of their testimony;
3. The disciplinary decision and sanction imposed;
4. A summary of the evidence on which the decision and sanction were based;
5. A statement as to whether the sanction may be stayed during an appeal and the reasons for that decision;
6. The signature of the DHO;
7. The inmate may waive an appeal hearing; &
8. The appeal decision signed by the Corrections Lieutenant (if necessary).

A copy of the record will be given to the inmate. If an inmate is found not guilty of any infraction, either major or minor, all references to that offense will *clearly* indicate that the inmate was not guilty of the alleged infraction.

Confidential Information:

An individual may be found guilty of a disciplinary infraction based on information from a confidential source. Such information may be presented to the DHO verbally or in writing, subject to the following conditions:

1. Details of any information from a confidential source will be disclosed to the inmate at the hearing, as long as this does not create a substantial risk to the safety of the confidential source.
2. When the DHO considers information from an anonymous source, the name of the source and all details of such information will be given out of the presence of inmates.

In cases in which the DHO considers information from a confidential source, a confidential record will be maintained containing the details of the information and, if possible, the identity of the informant and his reliability. Such records will be available only to the Corrections Lieutenant or DHO.

Administrative Review:

The Corrections Lieutenant or their designee will review all disciplinary actions, regardless of whether an appeal is taken, and may on their own motion reverse the decision, remand the decision, or modify the sanction imposed, whenever such action is warranted in the record. The Corrections

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Lieutenant or designee will provide written documentation of their actions. Under such a review, a sanction imposed by the Disciplinary Hearing Officer may be increased.

Appeals:

The inmate will be advised of this right to appeal by the DHO at the time of the Disciplinary Sanction Hearing. Inmates appeal a decision of the DHO by refusing to sign the Disciplinary Action Waiver. This appeal must be reviewed by the Corrections Lieutenant or their designee within 15 days of the disciplinary hearing. The Corrections Lieutenant or designee may affirm or reverse the decision outright, return the decision back to the DHO for further proceedings, or modify the sanction imposed. A decision will be made and the inmate will be advised of the decision.

Emergency Procedures:

In the event of a widespread institutional disruption that requires emergency action, portions of this policy may be temporarily suspended. Only such policies directly related to the emergency may be suspended. The facility administrator shall notify the Board of State and Community Corrections, (BSCC), in writing in the event that such a suspension lasts longer than three (3) days. Suspensions lasting for more than 15 days require approval of the chairperson of the Board of State and Community Corrections. Such approval shall be effective for the time specified by the chairperson. Any inmate involved in the emergency may be detained without a hearing throughout the course of an officially declared emergency. On rare occasions, an incident may involve almost every employee eligible to serve as DHO. Under these circumstances the Corrections Lieutenant may authorize one or more individuals to serve as additional DHOs, provided that no member reviews a case in which they were personally involved in a substantial manner.

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Merced County Sheriff's Office

Corrections Division

Subject:	Inmate Rules & Prohibited Acts	Policy Number: 04.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 04.01		

POLICY: The Merced County Sheriff's Office Corrections Division determines general categories of prohibited behavior, which is made available to all inmates, employees, and visitors.

DEFINITIONS:

Minor Infractions - Violations of rules, instructions, or regulations that do not represent serious offenses against persons and do not pose a serious threat to facility order and safety.

Major Infractions - Violations of rules, instructions, or regulations that constitute *serious offenses* against persons and property and pose a serious threat to facility order and safety.

PROCEDURE:

During in-processing, each inmate receives a copy of the inmate handbook which outlines major and minor rules, disciplinary action regarding violation of these rules, and inmate grievance procedures. Staff will assist inmates with disabilities in the basic understanding of the rules and procedures.

Following is a listing of *Prohibited Acts* within Merced County Corrections Facilities. Although not a complete listing, the Title 15 Compliance Officers are responsible for updating this listing, and categorizing each rule violation into *Minor* and *Major* infractions. Additions will be shown in future publications of the Inmate Rule Book.

Inmates found in violation of *Minor* or *Major* facility rules will be disciplined according to inmate discipline program outlined within departmental policy entitled *04.01 Inmate Discipline*.

Prohibited Acts:

While it is impossible to define every possible prohibited act or rule violation, the following acts are prohibited:

1. Abusive, derogatory, demeaning, or inappropriate speech or gestures;
2. Indecent exposure;
3. Fighting;
4. Being in an unauthorized area;
5. Having control over, or possessing contraband;

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6. Blocking a view into a living/housing area, i.e., windows, monitors, mirror, doors;
7. Blocking an officer's view with a device or body movement;
8. Blocking or obstructing the pathway of another;
9. Blocking or tampering with a vent duct;
10. Loud, boisterous, or disorderly conduct which is contrary to good order and discipline;
11. Counterfeiting, forging, or unauthorized reproduction;
12. Creating or instigating a disturbance;
13. Destroying, altering, or damaging facility property or property of another (televisions, light fixtures, windows...);
14. Tagging jail property or issue;
15. Destroying or altering issued ID cards, clothing and bedding;
16. Tattooing or piercing by or to any inmate;
17. Disrespect toward a staff member;
18. Disruptive conduct or interfering with security;
19. Encouraging others to refuse to work;
20. Encouraging, facilitating, or conspiring with others;
21. Extortion or intimidation;
22. Failing to keep person or quarters in compliance with inspection standards;
23. Failing to move aside for an officer, employee, or visitor;
24. Failing to perform work as instructed by a staff member;
25. Failing to report as directed;
26. Failing to stand for headcount;
27. Failure to follow safety or sanitation regulations;
28. Failure to maintain personal hygiene or clean issue;
29. Fighting, assaulting, or arguing with another;
30. Gambling;
31. Giving or offering staff members a bribe or anything of value;
32. Hoarding of food, supplies, or other items (personal box(es));
33. Interfering with a communication device;
34. Interfering with the taking of a headcount;
35. Attempted or planned escape;
36. Wearing a disguise or mask;
37. Loaning of property or anything of value for profit or increased return;
38. Lying or providing a false statement to a staff member;
39. Making, possessing, or using intoxicants;
40. Refusal to submit to drug/alcohol testing;
41. Malingering or faking an illness;
42. Misuse or hoarding of authorized medication or possession of unauthorized medication;
43. Operating a business in the jail;
44. Participating in an unauthorized meeting or gathering;
45. Possession of contraband;
46. Possession of any type of weapon;
47. Possession of materials depicting violence towards law enforcement, racial hatred, sexually explicit or gang paraphernalia;

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48. Possession of property belonging to another person or government;
49. Possession of legal papers, documents, or evidence of another;
50. Possession of materials (other than legal) when outside the housing unit;
51. Possession of drugs or drug paraphernalia or drug trafficking or sales;
52. Not being in possession of inmate ID card at all times;
53. Refusing to promptly obey an order;
54. Starting a fire or burning an object;
55. Stealing (theft);
56. Tampering or obstructing a security device (i.e.; smoke alarms, sprinkler systems...);
57. Interfering with a life safety device;
58. Tampering with or obstructing a locking device;
59. Threatening behavior;
60. Touching, striking, or interfering with an employee;
61. Unexcused absence from work or any assignment;
62. Using abusive language;
63. Violating a condition of temporary release;
64. Engaging in any action or activity that endangers the safety of an officer, staff or inmate;
65. Engaging in sexual acts, to include intimate contact between inmates not involving threat or force;
66. Violation of any municipal, county, state, or federal law;
67. Violation of any facility rule.

Contraband:

Contraband is generally defined as *any item that was not issued by the facility, not purchased from commissary, altered from it's original design, used for other than it's intended purpose or determined by staff as allowable for inmate use*. Contraband is never to be in the possession of, or in the area of an inmate. Having the control over or being in possession of contraband is a punishable offense. Contraband includes but is not limited to:

1. Alcohol, aka pruno;
2. Cell phone;
3. Chemicals, either commercial, or homemade;
4. Club or baton-like instrument;
5. Excess supplies or items;
6. Food or consumable items not supplied by the facility or purchased on commissary;
7. Firearm or ammunition;
8. Glass;
9. Stabbing or slashing device, aka "shank" or "shiv";
10. Legal papers belonging to another inmate;
11. Matches or fire making material;
12. Metal cans;
13. Hard plastic, nylon, or similar synthetic material;
14. Mind altering substances;
15. Money or financial instrument;

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16. Prescription or non-prescription medicines or drugs not dispensed by the Medical Authority or purchased from commissary;
17. Projectile or missile;
18. Property of another;
19. Tobacco or tobacco products;
20. Accumulation of body waste;
21. Any item or device altered from its original form or purpose.

Categorization of Offenses:

The Disciplinary Hearing Officer (DHO), depending on the offense and other information, may determine that the offense is a *major* or *minor* violation, and disciplinary action may be taken accordingly. Violations of policy may result in an inmate being *disciplined*, *reclassified*, *being charged with criminal offenses*, or any combination of all three. Visitors or employees aiding or allowing an inmate to violate this policy may be subject to criminal charges and permanent removal from the facility.

Inmate Advisement:

A copy of the Inmate Rules with a list of these prohibited acts in English and Spanish will be distributed to each inmate during dress-out.

Visitation Notice:

Facility rules regarding contraband and dress-code are posted in the visiting sign-in area.

It is the responsibility of the visitor to read and ask questions if they do not understand the rules. All visitors are subject to search upon entering Merced County Corrections Facilities. No visitor will be allowed access to a secured area while in possession of *contraband or in violation of any facility rules*. Visitors may be arrested and confined for any violation of state and/or local law while on the premises.

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Merced County Sheriff's Office

Corrections Division

Subject:	Emergency Suspension of Standards	Policy Number: 04.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: 15CCR 1012		

POLICY: The Merced County Sheriff's Office Corrections Division maintains the authority to suspend Title 15 regulations in response to any emergency which threatens the safety of the facility, staff, inmates or the public.

PROCEDURE:

In the event of an emergency, the Shift Sergeant / OIC have the authority to temporarily suspend any Title 15 regulations to ensure the safety of the facilities, inmates, staff or the public. (*Refer to Title 15; Section 1012*) The following steps will be taken:

1. Maintain security, control, and safety;
2. Notify the Correctional Lieutenant;
3. Notify the affected Inmate(s);
4. If visiting is involved, a notice will be placed in the facility lobby;

In the event of a widespread institutional disruption that requires emergency action, portions of this policy may be temporarily suspended. Only such policies directly related to the emergency may be suspended. The facility administrator shall notify the Board of State and Community Corrections, (BSCC), in writing in the event that such a suspension lasts longer than three (3) days. Suspensions lasting for more than 15 days require approval of the chairperson of the Board of State and Community Corrections. Such approval shall be effective for the time specified by the chairperson. Any inmate involved in the emergency may be detained without a hearing throughout the course of an officially declared emergency. On rare occasions, an incident may involve almost every employee eligible to serve as DHO. Under these circumstances the Corrections Lieutenant may authorize one or more individuals to serve as additional DHOs, provided that no member reviews a case in which they were personally involved in a substantial manner.

Officer Duties:

The officers involved will complete an incident report and verbally report all emergency situations to the Sergeant/OIC on duty.

1. Maintain security, control, and safety;
2. Maintain radio contact with control;
3. Notify Sergeant/ OIC on duty;
4. Maintain a timeline of events;
5. Write an incident report to include all applicable photos, video.

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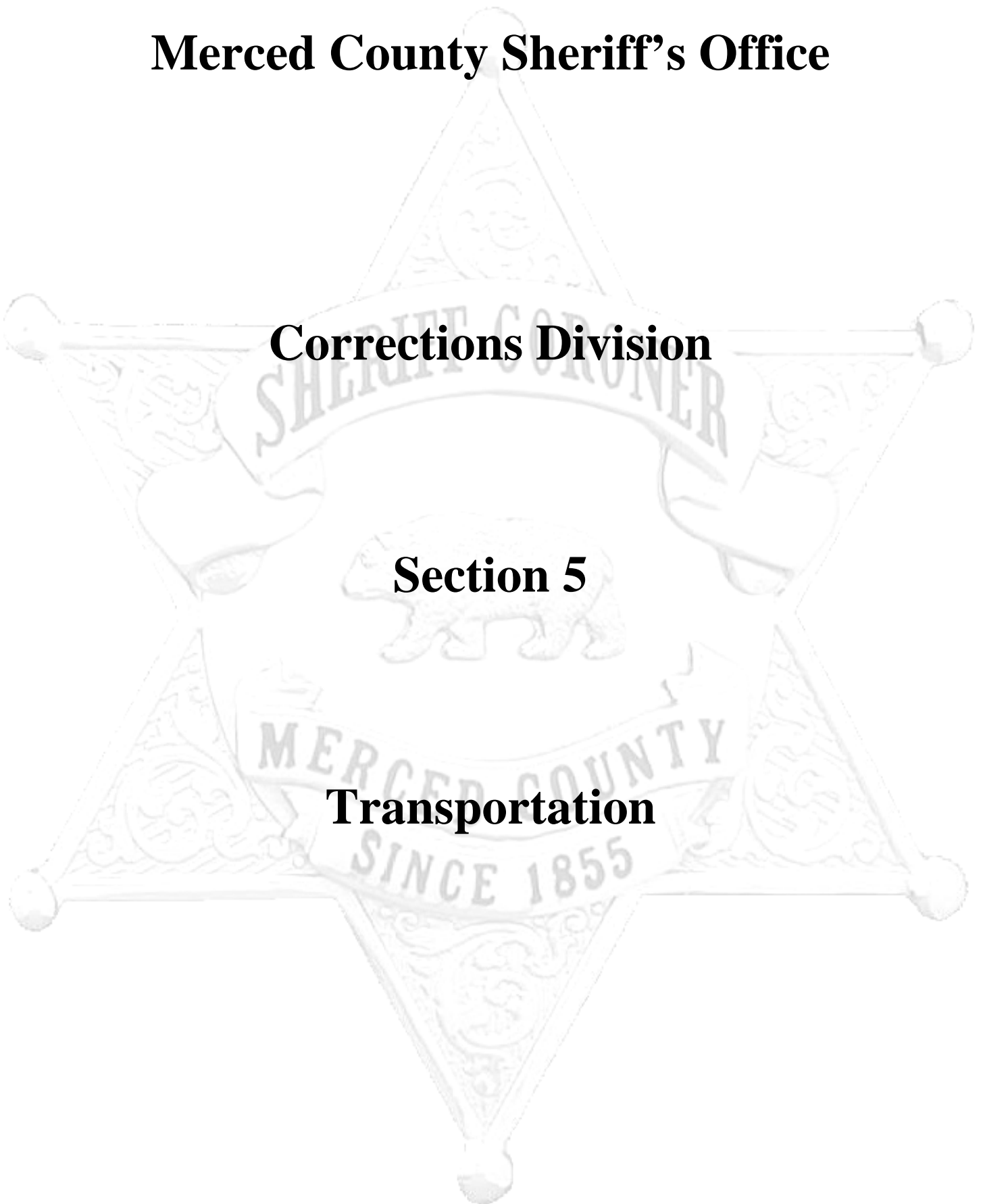
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Merced County Sheriff's Office

Corrections Division

Section 5

Transportation



Merced County Sheriff's Office

Corrections Division

Subject:	Transportation Unit	Policy Number: 05.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division defines the functions of the Transportation Unit as they pertain to the daily operation of the Correctional Facilities. The Transportation Unit is responsible for the safe and secure transportation of prisoners to and from the jail to the courts, medical facilities and others county jails and prisons as prescribed by law and other contracts.

PROCEDURE:

All Transportation Officers are required to:

1. Possess and maintain a valid Class B license. Officers must pass a DMV required bi-annual physical. Officers failing to pass the physical will be returned to line-staff.
2. Maintain qualification with department issued firearms. Firearms qualifications are conducted a minimum of one (1) time a year. Transportation Officers must attend Operations Range Training. Officers failing qualification will be returned to line-staff.
3. Learn the locations and processing procedures of county jails, prison facilities, and medical/mental health facilities throughout the state. GPS devices are made available for long distance transports.
4. Schedule drop-off and pick-up arrangements of inmates from outside agencies by a Court Production Removal Order, Child Custody Prisoner Production Order or a warrant.
5. Transport inmates to and from various courts and outside medical facilities throughout Merced County and surrounding counties.
7. Adhere to all Federal, State, and local traffic laws.
8. Transportation Officers will be provided a Merced County Chevron Fuel Card. The vehicle number and mileage must be noted on the receipt. The receipt must be forwarded to the Sheriff's Administrative Services Division.

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9. Any Transportation Officer who has their California Drivers License suspended for any reason, whether on or off duty, will be returned to line-staff.
10. Carry a firearm, with additional ammunition. Transport Officers are encouraged to also carry a Taser X-26, O.C. Pepperspray and baton (Asp or Side-Handle) while on duty.
11. Carry their department issued cell phone. The cell phone must be turned on and charged at all times.
12. Be current on First Aid/CPR as well as use of restraint devices, transport hoods and all required weapons.

Transportation Officers are responsible for any expenses incurred in the course of their duties, i.e.: bridge tolls, parking fees and meals. These expenses will be reimbursed upon submission of receipts, along with a Merced County Travel Expense Claim to the Sheriff's Administrative Services Division.

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Merced County Sheriff's Office

Corrections Division

Subject:	Corrections Vehicles	Policy Number: 05.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division maintains a standard of care for all Corrections vehicles. The Merced County Corrections Division Vehicle Supervisor is responsible for tracking the maintenance of all Corrections Vehicles. Each Correctional Staff member is responsible for the vehicle they are using or are assigned to.

PROCEDURE:

Each Officer will comply with the following guidelines:

1. Vehicle Log:

- a) Vehicle log and keys are located in the Sergeant's office at each facility.
- b) Vehicle will be signed in and out on the vehicle log.

2. Pre-Operational Inspection:

Staff is responsible for inspecting the vehicle before bringing them into service. This will ensure that the vehicle is in safe operating condition. Any irregularities in vehicle performance should be reported immediately in writing and submitted to the vehicle supervisor, and if necessary, the vehicle removed from service. A pre-operational check should include, but not be limited to the following:

- a) General Vehicle Appearance
- b) Tires
- c) Wheels
- d) Lights
- e) Trunk
- f) Body Damage
- g) Fluid Leakage

3. Entering the Vehicle:

- a) Dirt & Trash on the floor
- b) Adjust Seat
- c) Adjust Mirrors
- d) Start engine
- e) Check oil pressure

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- f) Check charging system
- g) Fuel level
- h) Instrument Panel
- i) Interior Lights
- j) Horn
- k) Radio (if applicable)
- l) Brake Pedal Pressure
- m) Steering Wheel
- n) Parking Brake
- o) Seat Belts

4. Leaving the Department:

- a) Listen for unusual sounds in the vehicle. A worn out disc brake pad can make a metallic scraping sound as the wheels turn. Rhythmic clicking sounds can signal loose lug nuts or a cracked wheel. Select a safe area at your first opportunity and gently weave the vehicle smoothly back and forth a few times at 25-30 mph. The lateral weight transfer may allow you to hear a worn out wheel bearing noise from broken suspension components.

5. Reporting Damage/Maintenance Problems:

- a) Fill out the Merced County Sheriff's Office Vehicle Inspection form and note any discrepancies on the form. Take photographs of any damage to the vehicle.
- b) Submit the completed Vehicle Inspection form and photographs to the vehicle supervisor.

6. Other responsibilities regarding vehicle use:

- a) Ensuring the vehicle is clean inside and out.
- b) Vehicle should have no less than ½ tank of fuel. Vehicle can be fueled at the county yard or at Smiley's Shell on Martin Luther King Jr. Way in Merced. If the vehicle is fueled at Smiley's Shell, you must print the vehicle number, mileage and your call-sign on the receipt. Gas receipts need to be forwarded to the Sheriff's Administrative Services Division.

7. Vehicles assigned to staff:

- a) Required to turn in vehicle for scheduled maintenance.
- b) Safe and secure parking of vehicle.
- c) Checking fluid levels and tire pressure.
- d) Report vehicle mileage at the end of each month to the vehicle supervisor.
- e) Corrections Vehicles will not be utilized for personal business.

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Merced County Sheriff's Office

Corrections Division

Subject:	Hospital Details	Policy Number: 05.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division maintains a standard for providing quality security levels when performing guard functions at area hospital. Provisions are made to provide relief for officers required to perform guard functions.

DEFINITIONS:

1. **Admitted:** An inmate requires services beyond emergency room or clinic level.
2. **Short Term:** Any length of time less than eight (8) hours.
3. **Originating Facility:** The corrections facility which the hospitalized inmate was originally housed.

PROCEDURE:

When an inmate is **admitted** to an area hospital or mental facility;

1. Two officers are required for relief purposes.
2. The facility originally housing the inmate has the responsibility to arrange coverage of the staffing detail.
3. If an inmate is attending an appointment or is **short term** admittance, normal procedures are maintained.
4. The originating facility will make arrangements for relieving officers for meals on short-term hospital visits.
5. Long term admittance may require the use of local guard companies to supplement corrections staff performing guard duties.
6. The transporting officers will carry an approved departmental firearm, cell phone and department radio for use while on duty at the hospital.

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Merced County Sheriff's Office

Corrections Division

Subject:	Escape Prevention & Reporting	Policy Number: 05.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division is expected to report all escapes and attempted escapes. Recapture escapees if possible and prevent escapes whenever possible. If an escape occurs while transporting an inmate, the Transportation Officers are responsible for ensuring the security of all other inmates being transported prior to giving chase or obtaining the assistance of other agencies or persons to retake the escapee.

PROCEDURE:

In the event of an inmate escape, the transporting officer will:

1. Secure all remaining inmates in the transportation vehicle and/or holding cell, whichever is closest or most appropriate, to prevent further escapes.
2. Immediately notify dispatch via radio or telephone, providing as much information as possible including the location of the incident, the name and description of escapee, their direction of travel, any hazards involved, the type of assistance required, the number of officers in pursuit, etc.
3. If safe and practical, give chase after all other inmates are secure. If more than one officer is present, the one closest to the escaping inmate should give chase.
4. Remember, in hot pursuits a search warrant is not needed to enter private residences or businesses. However, sound judgment is paramount when applying this rule.
5. Take a head count of the remaining inmates to ascertain who is missing, once sufficient units arrive to assist. Update your B.O.L.O. with Dispatch upon receipt of additional information.
6. All sworn personnel will attempt all reasonable means of apprehension and control available under the existing circumstances before resorting to the use of firearms.

Reporting Escapes:

1. The transporting officer will ensure that the Transportation Sergeant is advised of the

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Corrections Division Policies and Procedures, 06.04 Transportation Unit: Escape Prevention & Reporting

situation as soon as possible and is informed of any steps that are already being taken.

2. The Transportation Sergeant will contact the Corrections Lieutenant and report the situation and all steps that are already being taken.
3. The Transportation Sergeant will contact the Classification Unit to update the status of the inmate.
4. Upon completion of the assigned detail, an Incident Report and a State Crime Report will be completed by the appropriate officer and submitted to the Transportation Sergeant prior to going off-duty. A Use of Force Report will be submitted if applicable.
5. The Transportation Sergeant will submit the completed Incident Report to the Corrections Lieutenant. If the Transportation Sergeant is not available due to the time of day, the Incident Report should be turned in to the Shift Sergeant.

Attempted Escapes:

An attempted escape is an attempt to gain freedom, coupled with the present ability to gain such freedom, which is foiled by the actions taken by the transporting officer(s) or other person(s). In all cases of an attempted escape, the transporting officer will submit the same reports as for a completed escape and will:

1. Transport the inmate(s) involved in the attempted escape to the Main Jail.
2. Advise the Transportation Sergeant of the incident.

Recapture of an Escapee:

1. In all cases where an escape occurs and the inmate(s) are recaptured by the transporting officer(s), the officer(s) will transport the inmate to the Main Jail for reclassification.
2. The transporting officer(s) will contact the Classification Unit and advise them of the escapee's return.
3. The transporting officer(s) will process the recaptured inmate as a supplemental booking and will complete all the paperwork required.
4. P.C. 4532(a) and 4532(b) are both felonies regardless of the prisoner's previous charges.

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Merced County Sheriff's Office

Corrections Division

Subject:	Transporting Juvenile Prisoners	Policy Number: 05.05
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division transports Juvenile Prisoners upon determination by the District Attorney that the juvenile will be tried as an adult.

PROCEDURE:

When Transporting a Juvenile Prisoner:

1. Transportation Officers may transport juvenile prisoner(s) in a secured section of a Corrections vehicle separated from any adult prisoners.
2. Transportation Officers will radio Dispatch and advise the status of the prisoner and the intended destination.
3. Transportation Officers will immediately radio Dispatch when they arrive at the destination.

EMERGENCIES:

If an emergency occurs during transport:

1. The Transportation Officer must radio Dispatch with the nature of the emergency and request an ambulance if necessary.
2. The Transportation Officer will notify the Transportation Sergeant.
3. The Transportation Sergeant will notify the Iris Garrett Juvenile Justice Complex and advise the on-duty supervisor.

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Merced County Sheriff's Office

Corrections Division

Subject:	Inmate Transfers Between Facilities	Policy Number: 05.06
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Correctional Division transfers inmates between our correctional facilities.

PROCEDURE:

Transporting a new inmate:

1. Classification will assign housing for all newly booked inmates.
2. A Classification move list will be completed, listing the name and cell assignment of all inmates to be transferred. A checklist is included for Inmate Property and I.D. Card.
3. The transporting officer will verify the checklist and visually inspect each inmate's I.D. Card, confirming the match.
4. The property and inmates will be loaded into a Corrections Vehicle and the Transportation Officer will deliver the inmates and property to the JLCC.

Classification Moves:

The Classification Unit will furnish the jail staff with a list of inmates being transferred between facilities;

1. The yard/block Officer will contact the inmates and advise them of the movement. The inmates will gather their county issue items and personal property;
2. The yard/block Officer will transfer them in the Jail Management System to the Transfer holding cell at their respective facility.
3. The yard/block Officer will search the inmate's personal property for contraband and jail property. All facility issued items will be returned to the laundry.
4. The inmate will be housed in a holding cell until the transfer can be made. If the inmate is housed in an Ad-Seg unit, they may be left in the cell until they can be transferred.

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5. All property that the inmate has in his possession will be bagged and kept separate from the inmate until the receiving facility has searched it.
6. Each facility is responsible for collecting all of the inmates' property and ensuring it is transferred to the other facility. All property will be stored at the facility where inmate is housed.

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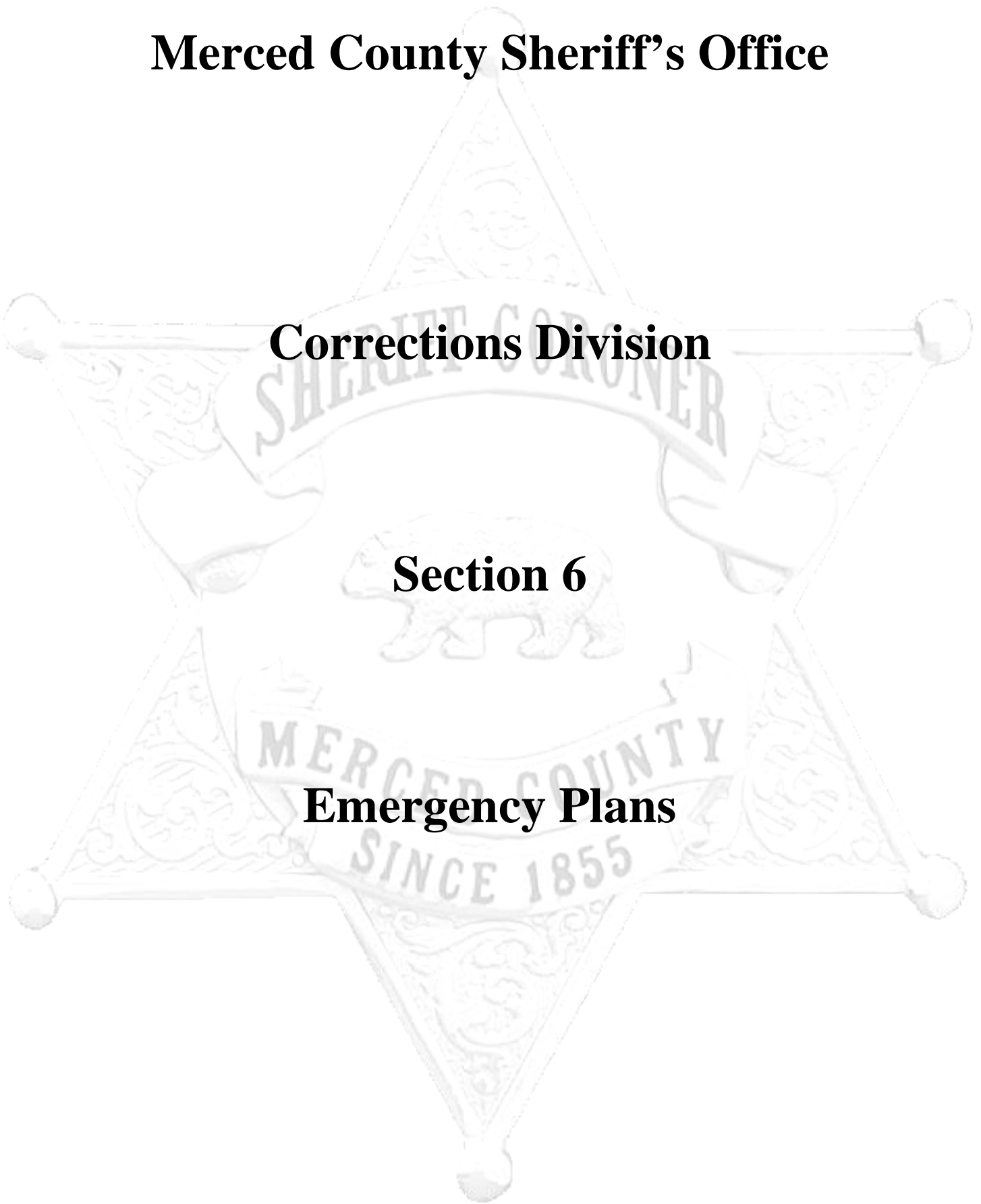
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Merced County Sheriff's Office

Corrections Division

Section 6

Emergency Plans



Merced County Sheriff's Office

Corrections Division

Subject:	Emergency Operations Plans	Policy Number: 06.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 02.02, 06.02, 06.03, 06.04, 06.05, 06.06, 06.07, 06.08, 06.12, 06.13, 06.14, 06.15, 06.17, 09.03, 12.01, 12.03, 12.05		

POLICY: Merced County Sheriff's Office Corrections Division establishes and maintains contingency plans which enable properly trained staff to respond effectively to emergencies, and coordinate such activities with local law enforcement and other emergency service agencies. Emergency plans are critical for the control, supervision, and oversight of inmates during emergencies that may require inmate movement

PROCEDURE:

This procedure outlines the general content of emergency plans and the procedures for maintaining and updating them. Separate policies for each of the most common types of emergencies will outline the critical elements to be included in emergency plans. From these elements, a specific plan will be developed in each area. These plans are contained in the Merced County Corrections Division Policy under the heading of Emergency Plans.

The Corrections Lieutenant is responsible for the overall management of the emergency plan program.

Emergency Plans:

Emergency plans describe the actions required by the Merced County Corrections Division staff to respond effectively to emergency situations. They include information on prevention and detection of possible incidents, initial response to the emergency, notification of officials and other agencies, intelligence gathering and assessment, tactical responses, and follow-up issues. The Policy & Procedure Committee is responsible for the formulation of all emergency plans, in accordance with the prototype plans in relevant Merced County Corrections Division policies.

Plans covering the following topics will be developed:

1. Bomb (06.13)
2. Escape (06.03)
3. Evacuation (06.04)
4. Fire (06.05 / 12.01 / 12.03)
5. Natural Disaster (06.14)
6. Hazardous Material (12.05)
7. Hostage (06.06)

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8. Assaults (06.17)
9. Riots (06.02 / 06.12)
10. Mass arrests (02.02)
11. Suicides and attempted suicides (09.03)
12. Power failures (06.15)
13. Medical Emergencies(06.07 / 06.08)

Contents:

Each emergency plan will contain the following common elements:

1. Reaction options for staff when they first become aware of the emergency. The control center will be the first post notified, although in the event of a fire, the fire alarm system will automatically be activated. Telephone, radio notification via voice, tone alerts, other available systems including voice alerts, and/or a combination thereof will be activated. The Control Center will immediately begin documenting the timeline of events.
2. A section on supervisory notification in the event of an emergency. This should include, as an appendix, the name; title; home, facility, and cell-phone numbers of the shift supervisors, Corrections Lieutenant, Sheriff's Administration and other personnel as specified in the individual plan. The Shift Supervisor will be responsible for notifying dispatch and other officials; and/or other agencies as he/she determines appropriate who are not included in the initial notification plan. The Shift Supervisor will also be responsible for notifying surrounding residents in the event of an escape.
3. Chain of command, both for notification and actual command of the facility when supervisory personnel are not on site. The OIC will assume command until properly relieved by a higher authority who will be the on-site Lieutenant during the crisis. In the event of a prolonged crisis, a relief schedule for command staff will be established.
4. Establishment of a command post and an alternate command post from which administrative staff can direct a response to the emergency. This will be a location outside the secure perimeter of the facility with sufficient radio and telephone access to serve the needs of the command post staff and sufficient space for all tactical planning needs.
5. Emergency staff call-up procedures will be detailed, so that off-duty personnel, whether long or short-term, both full-time and part-time can be quickly recalled to duty.
6. Timekeeping procedures will be established early in the crisis to account for staff involved in the emergency response through the use of a specific staff member who is assigned those duties.

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7. Procedures for enhanced supervision of inmates not involved in the emergency to the smallest number possible are critical to containment of the crisis and to assure humane treatment of uninvolved inmates.
8. Depending on the type of emergency, reliance on outside sources of equipment may be involved. Special equipment needs and sources will be specified along with names, phone numbers, and information concerning type of equipment, purpose, application, and details necessary to allow sufficient understanding to avoid lost time.
9. Special communication needs, including radio frequencies for local fire department and law enforcement, monitors for civil defense or weather warnings, and other information necessary to assure communications with agencies and personnel likely to be relied upon, or for coordination of activities.
10. A complete set of emergency plans and relevant facility plans should be kept along with a complete set of keys in a secure area outside the inmate access area of the facility.
11. All information being released to the media will be relayed through the Sheriff's Public Information Officer. Location of telephones, restroom facilities, and a briefing area will be specified for use of the media.

Coordination with local officials is critical for all major emergency plans, particularly those that involve fire or escape. Local authorities will have an active role in developing those portions of the emergency plan that implicate their organizations.

Specific written agreements will be developed with local law enforcement agencies covering the degree and type of assistance to be provided in the event of an escape, riot, or other emergency with significant public safety implications. Joint drills, tours of the facility, and other familiarization techniques will be used to maintain optimum response capability on the part of local authorities. Plans of the facility and copies of the relevant emergency plans will be provided to agencies whose needs are evident under this policy, and based on their assurance to maintain any information provided in a secure location with controlled access.

In addition, each plan should include procedures ensuring the following:

1. The facility is fully secured in the aftermath of an emergency;
2. Necessary medical care is provided to staff and inmates;
3. Reprisals are not taken against inmates;
4. Evidence is preserved to facilitate prosecution, if indicated, to include possible understanding of Miranda rights during inmate interviews reports filed by staff as may be appropriate;
5. A follow-up investigation and report prepared for the Sheriff's Administration, including an assessment of the effectiveness of the plan and staff response.

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Training:

Employees will be sufficiently familiar with each plan to put it into operation promptly, and trained as follows:

1. Initial training at the time of hiring;
2. Advanced Officer training;
3. Specialty training for S.E.R.T. ;
4. Joint or cross training with other government resources upon which the facility will draw in an emergency.

Review of Plans:

Once developed, the plan will be distributed to the following:

1. Corrections Lieutenant
2. Sheriff's Administration
3. Fire Department
4. County Office of Emergency Services (OES) Officer / Cal EMA
5. Corrections Staff

Employees are required to review emergency plans at least once a year, and are encouraged to do so at any time. In addition to the training provided by the facility, new employees should familiarize themselves with the areas surrounding the facility, so that they can be effectively used, if called upon to assist in the apprehension of escapees, or in other emergency plan implementation that involves extra-institutional activity.

Revision:

Review and revision of emergency plans will be on an annual basis, and as circumstances dictate, e.g., new phone numbers or staff changes.

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Merced County Sheriff's Office

Corrections Division

Subject:	Riot Response	Policy Number: 06.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 06.06		

POLICY: It is the policy of Merced County Sheriff's Office Corrections Division to develop a riot control and response plan that emphasizes prevention, detection of early signs of impending disturbances, and planned contingencies in the event a riot or disturbance occurs.

DEFINITIONS:

Riot: Penal Code Section 404(A), Use of force or violence by two or more persons acting together without authority of law.

Minor Disturbance: A disturbance confined to a specific area within the facility.

Major Disturbance: Any disturbance that threatens to breach the safety or security of the facility or endangers the public.

PROCEDURE:

The final riot control and response plan is highly specific to the design, location, and staffing level of the facility. However, the first strategy in any riot control plan is *prevention* of conditions that can lead to widespread inmate disorder. The following management strategies can serve to reduce the tensions and misunderstandings that can lead to a riot:

1. Sound communication between Administration and Corrections Staff regarding institutional operations;
2. Good communication between staff and inmates concerning routines, standards, and procedures;
3. Accessibility and visibility of supervisors, including Shift Supervisor and Corrections Lieutenant in all parts of the facility;
4. Prompt reporting systems that keep supervisors informed of unrest in the facility;
5. Providing mandated recreation periods, Title 15 minimum three (3) hours per week;
6. Operating structured classification system that enables inmates to live in relative safety, and reduces emergence of, and assumption of power by, inmate gangs, or pressure groups;
7. Ensuring fair and impartial treatment of inmates.

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Warning Signs:

Even with effective conditions in place, tensions in a jail can rise as events both inside and outside the facility change. For that reason, staff must be constantly aware of signs of tension, unrest, and significant dissatisfaction that can plant the seeds of larger disturbances. Prompt detection and reporting of a negative "climate" within the facility may allow timely changes and avoidance of incidents that lead to riots.

Indicators might include the following:

1. Changes in general inmate behavior, perhaps shifting to sullen, restless, or easily excitable behavior;
2. Inmate avoidance of contact with staff;
3. Large increase in the number of inmate complaints;
4. Increase in disciplinary reports;
5. Increase in the number of inmates requesting housing change;
6. Increase in the number of inmates on sick call;
7. Increase in commissary spending;
8. Increase in number of inmate assaults;
9. Increase in number of inmates refusing recreation time;
10. Amount of personal property or pictures being sent home;
11. Increase in discipline cases involving defiance of officers or violence;
12. Racial grouping.

Other Contributing Factors:

In addition to the above signs of unrest or tension, the following underlying issues can contribute to the ferment that can create a disturbance:

1. Racial issues;
2. Food service and medical treatment;
3. Recreation;
4. Visitation;
5. Correspondence;
6. Sexual pressure;
7. Parole and probation;
8. Misinformation;
9. Reduction of privileges;
10. Dissatisfaction with certain employees;
11. Inadequate information about new policies and programs;
12. Punishment, which is viewed by inmates as unfair or overly aggressive.

Employees must be continually aware of inmate expressions of discontent in these areas and be prepared to correct justifiable problems through open explanations and reasons for policies and procedures.

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Types of Disturbances:

If prevention and early detection strategies are not successful, several types of disturbances may arise, such as disturbances between two or more inmate classifications, disturbance of a general nature to seek correction of some real or imagined grievance, or disturbances contrived as a subterfuge for an escape attempt.

Officer Response Priorities:

Priorities for staff response in a riot in order will be:

1. Prevention of escape
2. Protection of the general public
3. Safety of institutional personnel
4. Safety and welfare of any hostages
5. Evacuate non-Sheriff's Office personnel
6. Inmate welfare and safety
7. Protection of property

Control Officer Response Priorities:

Control is the designated point of notification for any disturbance. This notification may come by radio, telephone, intercom, or even by direct observation by the control officer.

1. Initiate Facility Lock Down
2. Initiate Code 33 emergency radio traffic only
3. Evacuate non-Sheriff's Office personnel
4. Secure any avenues of possible escape
5. Notify shift Sergeant/OIC (Sergeant/OIC will notify facility Lieutenant)

Supervisory personnel to be notified will include the shift supervisor, the Corrections Lieutenant. The Corrections Lieutenant will decide who and when to notify others. The local emergency plan will contain an appendix that lists both on-and off-duty phone numbers for these individuals. Outside law enforcement agencies will not be notified unless directed by the Corrections Lieutenant. In an extreme emergency during which the above personnel cannot be immediately contacted and in which public safety may be at risk, the shift supervisor may instruct the Merced County Sheriff's Dispatch to alert on-duty deputies and local agencies.

The decision to notify local law enforcement agencies does not confer any right or obligation upon the facility to use other law enforcement personnel inside the facility or in the tactical actions that may be needed to regain control. Any use of outside law enforcement personnel for this purpose will be done only after agreement is reached between the Sheriff or designee and the head of the law enforcement agency involved on the scope of assistance, rules of engagement, and the supervisory chain of command over any such individuals, and proper training of members of other law enforcement agencies.

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Staff Call Up:

The riot control plan will specify the method by which off-duty staff will be recalled to the facility, and who will be responsible for making the decision to do so. A list of phone numbers will be maintained in Sergeant's office.

Command Post & Alternate Command Post:

A command post will be established in a location that provides adequate space, power, radio, and telephone access. It will be located outside the secure portion of the facility and will not be accessible to the public or media. If equipment is to be relocated there for the duration of the emergency, the primary location for those items will be specified. The placement of an alternate command post may be specified, to be used in the event the prime command post is in jeopardy or otherwise unserviceable. Emergency power will be available in the command post and alternate command post. A record-keeping system will be in place for all command post activities and decisions, including, at a minimum, a log of all major actions taken and information received. Access to the command post will be limited to staff and outside agency representatives who are directly involved in the riot management process.

Control of Aircraft:

The Federal Aviation Administration (FAA) will be notified to declare the area around the facility as a *no fly zone*.

Inmate Communications with the News Media:

In a major disturbance, inmates will want to make contact with the media. Outside telephone service from the secured area of the facility should be disabled. If possible, the Incident Commander shall establish a safety zone around the facility that will prevent communications between inmates and the media by sight or sound. An off-site briefing location for the media will be established and manned by a management official of the Merced County Sheriff's Office. This management official will be the sole representative for the department.

Assessment:

Once command staff has arrived, an assessment must be made prior to committing a response force to a situation that might result in a hostage situation. This assessment will entail consideration of the following factors:

1. Areas of the facility under inmate control, number of inmates involved;
2. Availability of power and other utilities;
3. Number of unaccounted staff;
4. Number of staff and inmates injured;
5. Number of staff known to be hostage;
6. Number of staff currently available for tactical response;
7. Status of S.E.R.T. or S.W.A.T. response;
8. Fires burning or extinguished and conditions of buildings and facilities;
9. Whether inmates have staff radios in their possession;
10. What types of weapons the inmates may have;
11. Whether any demands have emerged;

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12. Display of Intel including video, reports, verbal descriptions from involved staff.

Medical Services:

The Medical Authority will be placed on immediate alert to handle casualties. If, in the judgment of the Incident Commander additional medical resources are needed, local ambulance and hospital resources will be contacted. The emergency plan will contain the phone numbers of all such services in the immediate vicinity of the facility.

Removal of Non-Participants:

Inmates not wishing to participate in the riot must be given an opportunity to withdraw from the disturbed area. These inmates should be searched thoroughly, restrained and provided safe conduct to an unaffected, secure area, if necessary confining them in some secure location other than inmate housing under direct staff supervision. While awaiting the final disposition of the riot, these inmates will be treated humanely and provided food and other necessities to the degree possible under the circumstances.

Communication with Rioters:

If the situation warrants, command staff or hostage negotiators may open communications with the rioters to ascertain cause of the disturbance; determine, if possible, which inmates are claiming to be leaders; urge selection of an inmate spokesperson to meet with the Sheriff's designated representative; gather facts regarding any hostages and their condition; and gain additional time to stabilize the situation and muster additional staff response forces.

Intelligence Gathering:

Information about the origins, course, and status of the disturbance is critical to its prompt and safe resolution. Establishing monitoring and surveillance posts is an important factor once the initial situation has stabilized. Employees on all posts must closely observe inmate actions during the disturbance to provide evidence later as to agitators and ringleaders involved. Photographs and/or video of the inmates involved should be taken for later identification. Inmate interviews may be of assistance in determining the scope, plan, or leadership structure of the riot. Hostages or trapped employees can provide additional information about internal events after they are released.

Tactical Planning:

Tactical planning is critical in the event a peaceful resolution is not possible. Steps to be taken will include the following:

1. Establishing and analyzing intelligence;
2. Studying institutional plans;
3. Conferring with outside law enforcement authorities;
4. Considering the safety of employees and inmates, if the use of force becomes necessary;
5. Considering resources available to the inmate insurgents.

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Hostage Issues:

Hostage issues and initiation of negotiations will be conducted in accordance with *Hostage Plan policy 06.06*.

Tactical Deployment:

The deployment of tactical units may be necessary to bring an end to the riot.

Options to be taken into account when planning any use of tactical force will include the provisions policy, with respect to the following tactics:

1. Use of water hoses;
2. Use of smoke and gas;
3. Use of snipers;
4. Squad-level strategies;
5. Surprise tactics using smoke, stun grenades, etc.;
6. Utility cutoff strategies to divert inmate attention;
7. Use of electronic stun devices.

Use of Force Issues:

When the decision has been made to use force to control the disturbance, the type and amount of force to be used will be dictated by the situation. If necessary, multiple squads will be deployed from different directions and in sufficient numbers to assure that inmates will not overcome the tactical officers. In addition to the prime tactical units, backup squads shall be held in ready reserve to provide an additional measure of assurance that inmates will not repel the initial assault group. Control and limitations on the involvement of outside law enforcement personnel must be agreed upon in advance. Rules of engagement for weapons must be clearly agreed upon in advance and communicated to all armed personnel.

Pre-Assault Briefing:

It is critical to brief squad members on permissible use of force, the identity, and probable location of any hostages, the location of other tactical forces, and other factors. These briefings should be held as close as practical to the time of the assault, so that the information provided is current. Each group should know the location and general mission of squads, so they know what assistance to expect. If available, plot plans or charts should be used to describe the actual routes and tactics to be used, and pictures of the hostages should be circulated among the squad members to assist in identification in the event inmates have forced the hostages to put on inmate clothing. The final briefing should emphasize the need to refrain from any retaliatory action or use of force beyond that needed to bring the situation under control.

Post Disturbance Actions:

Steps will be taken as soon as the disturbance is under control to ensure that no one has escaped and the facility is secured. These steps will include the following:

1. Confine riot participants and assign sufficient staff to maintain control.
2. Conduct an inmate count.

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3. Assign extra staff to quarters and other security posts.
4. Remove known leaders and agitators to a locked unit.
5. Medical resources will immediately attend to all injured persons.
6. Curtail activities until order can be restored.
7. Supervisors will pay special attention to preventing brutality and retaliatory action.

Investigation & Reporting:

An extensive and thorough investigation will be made that may include the following elements:

1. Staff will be interviewed and debriefed immediately and reports will be submitted by all involved.
2. Statements of inmate witnesses will be taken as soon as possible.
3. The Miranda rights of inmates who may be charged will be observed.
4. Evidence will be preserved, and areas with damage will be photographed, as well as any injuries, if possible. Immediate steps will be taken to repair damage that has security implications.
5. Inmate personal property will be placed in a secure area.
6. Uninvolved inmates will be returned to normal housing and activities as soon as the security of the facility and the safety of staff can be restored.

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Merced County Sheriff's Office

Corrections Division

Subject:	Escape Procedures	Policy Number: 06.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: Penal Code 4530, 4024.2; MSO Corrections Policy 08.01		

POLICY: The Merced County Sheriff's Office Corrections Division maintains facility integrity by the discouragement and prevention of escapes from custody. Prevention and immediate response to any escape attempt and returning inmates to custody is a *high priority* of this agency.

DEFINITIONS:

- **Escape** - An inmate attempt or actual departure from custody by employing force, intimidation, threat, deception; or through the destruction, manipulation, or violation of procedures or systems. In such cases, there is an officer perception that the leaving is intentional and may involve a risk of danger to staff and the general public. Penal Code Section 4530 (various subsections).
- **Walk-away Escape** - An inmate(s) leaving from custody by simply walking away from a work detail, pass, hospital appointment or assignment; or not returning, as required. Walk-away escapes do not usually involve imminent threat to persons or property. Penal Code Section 4024.2 (various subsections).

PROCEDURE:

All *escapes* are critical incidents. Escaping inmates create a specific danger to officers, other inmates, and the persons that these escapees may encounter in the process. There is no justifiable reason to assume that a previously non-violent inmate will remain non-violent during a flight from custody. Officers will use extreme caution in handling all escapees.

There are no guarantees when it comes to preventing inmate escape; however, all staff must be constantly alert to prevent escapes. A comprehensive inmate classification system, thorough system of security inspections, frequent head counts, effective contraband detection systems, and staff alertness are prime prevention measures.

The following elements may indicate an impending escape plan:

1. Changes in inmate behavioral patterns and other new activity;
2. Job changes, unusual housing changes, and shifts in recreation patterns;
3. Missing tools or materials, patterns of minor breaches discovered in security inspections, and other discrepancies;
4. Staff lapses in fully implementing security procedures or becoming too predictable in application of those procedures;

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5. Over reliance on inmate workers who control critical functions or have access to keys;
6. Lax discipline;
7. Staff over-familiarity with inmates;
8. Information gained from outgoing correspondence and monitoring telephone calls.

Immediate Notification:

Direct observation of an escape or escape attempt, as well as any unauthorized absence from a work detail, living area, or other location, will trigger immediate notification of control. Dispatch will be advised of any actual escape immediately to alert area law enforcement.

Notification includes facts regarding the location where the inmate was seen in the process of an escape attempt. In the event the inmate is just missing from an assignment, information such as the reason to believe the inmate is missing, possible method of escape, and status (i.e. housing location, in transit under escort, outside hospital, etc.) are reported. Control personnel immediately announce a CODE 33. Once notified of a missing inmate or an escape having taken place or in progress, the shift supervisor will lock down the facility and call for a head count by ID and Name.

All video recordings will be reviewed for evidence of the escape. Any recorded video will be saved to file for prosecution and training.

If there is reason to believe the escapee has already penetrated the perimeter, the shift supervisor deploys staff to establish an extended perimeter in the area where the escapee is thought to have gone. The size and distance of the extended perimeter is based on the length of time the inmate has been gone and possible means of transportation. This action is accomplished immediately, even before mobilization of other staff and security forces. The supervisor then evaluates the situation, surveys available manpower resources, and deploys any additional resources as are reasonably available.

A *search team* may be used, if there is reason to believe the escapee is still in the immediate area. It may be necessary to initiate a complete search of the interior of the facility to determine if the escapee is hiding until the initial alert and accompanying search efforts subside. Specific internal search assignments are made to search the entire facility. The S.E.R.T. team may be called out to search the facility and assist in scanning the surrounding area for the escapee or evidence and route of travel.

Command Staff Notification:

If the escape occurs during normal working hours, control will notify the following personnel:

1. Shift supervisor
2. Dispatch
3. Lieutenant
4. Supervised Release Team (S.R.T.)
5. S.E.R.T.
6. Local facility neighbors (See list in Employee Phone Book)

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In the event of an escape after regular administrative hours, the shift supervisor will notify the Corrections Lieutenant immediately.

Information-Gathering:

As soon as the identity of the escapee(s) is known, relevant facts regarding the individual(s) are gathered, including the following:

1. Name and aliases
2. Booking Image
3. Known Address (as well as previous addresses)
4. Charges
5. Next of Kin (names and addresses)
6. Physical Description/Age/Identifying Marks
7. Names of visitors
8. Estimated time of escape
9. Location of escape – Possible Direction/Method of Travel
10. Criminal History

All personal property of the escapee will be searched, inventoried and secured in the appropriate property room. The mail should be collected for information regarding the inmate's most recent contacts. Names and addresses of relatives and friends should be collected and documented for the investigation. Phone recordings will be reviewed for possible evidence.

An interview process will be instituted in which all inmates in the immediate work or housing area are interviewed to determine their possible knowledge of the escape, or the escapee's destination. Escape flyers are prepared for dissemination to staff and local law enforcement agencies assisting in apprehension activities.

Notification of Outside Authorities:

A Be-On-the-Look-Out (BOLO) will be issued by Dispatch. These include the CHP, local police departments, and neighboring counties.

Notification of Local Residents:

It is necessary to inform local residents living near the John Latoracca Correctional Center of an escape. The residences are susceptible to break-in by the escapee and may be instrumental in providing information regarding the escapee's direction of travel.

S.E.R.T. Call-out:

The shift supervisor may initiate a S.E.R.T. call-out for assistance in searching for the escapee and/or searching the facility. The active S.E.R.T. call-out procedures and phone listing is in the employee phone-book.

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Additional Response Actions:

All non-essential functions within the facility will be terminated. Attorney interviews, chaplain services, visiting, exercise yard, G.E.D. or other activities will be terminated and the non-staff persons will be escorted out of the facility.

Weapons:

Upon notification of a possible escape, officers responding to the outer perimeter of the facility will be armed.

Staff Responsibilities:

During a search for an escapee, the facility is placed on CODE 33, Emergency Radio Traffic Only. Each officer must secure their area of responsibility. All cells and dorms will be secured and an immediate head count performed. All officers assigned to specific housing units will maintain their posts. All officers assigned as “rover/utility” will be given assignments by their supervisor.

Contacts with the Public:

Officers on perimeter posts must use tact and good judgment during contacts with the public. During situations where *reasonable suspicion* that an inmate escaped and may be assisted by a member of the public, or when otherwise authorized by state law, correctional officers are authorized to stop vehicles off facility property. Prior to searching private property, an employee must have proper identification, display it to the property owner, and receive permission to search the premises. If permission is not granted, no search will be made. The only exception to this will be when an escapee is hotly pursued onto private property, and even then discretion is used, since nearby residents learning of the escape may be armed and wary.

Hostages:

Under no circumstances will an inmate be permitted to escape from the facility using a hostage. If a hostage is used in an attempt to escape, officers have clear instructions that orders given by any person under duress are not valid. Staff personnel will not surrender arms, keys, vehicles, or communications equipment to a hostage taker or his victim.

Use of Force:

Staff members are authorized to use force and deadly force to stop an escape of an inmate with a known capital (death penalty) case or prevent other people from “rescuing” a prisoner, protect other human life, and to protect critical security and safety equipment perceived by officers to be essential to the security or operational integrity of the facility,

Force is authorized to return *walk-away* escapees to custody, when and to the degree officers perceive the need in effecting the arrest, and returning the inmate to custody. For more information and guidance refer to Use of Force & Deadly Force (Response to Resistance 8.01).

Deadly force weapons are only issued to staff that have individually demonstrated proficiency in the use of the weapon issued.

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If reasonably possible and without risk to the officer(s) or others, *verbal warnings* may be given prior to the use of deadly force. Whenever firearms or other deadly force is used, staff will *shoot to stop*. If a hostage taker cuts, shoots, or seriously injures a hostage, or threatens such action, officers are authorized to use force and deadly force to prevent or stop the act, with or without warning. The decision to use such force belongs to the officer faced with the imminent danger.

Escapes While Under Escort or Guard:

In the event an inmate escapes while under escort or supervision in a medical facility, the escorting officer will radio or telephone Dispatch as soon as possible to report the escape. The officer then may contact their originating facility and report the escape to their supervisor. When notified of an escape, the shift supervisor will activate the escape policy at once.

Post-Apprehension Procedures:

After the apprehension of the escapee, Dispatch is notified to terminate the BOLO. The inmate will be returned to the Main Jail for classification and re-housing. The inmate will be searched and all clothing and personal property logged into the JMS.

Investigation:

When an escape occurs that involves the cutting of bars, window sashes, fences, or other physical damage, the area must be secured to prevent further inmate access. A careful photographic and written record must be made of the damage. After this documentation is complete, repairs are performed as soon as possible. Any evidence or information that may be of value in preparing or presenting the case in court should be carefully preserved and turned over to the investigating agency. An internal investigation of the escape must be conducted in a timely manner.

This report includes a comprehensive analysis of the escape, identifying weaknesses found in facility or procedures, specifying staff performance issues, and stating corrective action necessary. The report should be forwarded to the Corrections Lieutenant as soon as pertinent facts surrounding the escape are sufficiently available.

Review of Plans:

Staff is encouraged to review emergency plans at any time, and are required to do so at least once a year. In addition to the training provided, new employees should familiarize themselves with the areas surrounding the facility, so they can be effectively utilized if called on to assist in an escape or other emergency plan involving extra institutional activity.

Revision:

Review and revision of plans are on an annual basis, or as circumstances dictate. The Policy & Procedure Committee certifies the review of each emergency plan on an annual basis.

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Merced County Sheriff's Office

Corrections Division

Subject:	Evacuation Plan	Policy Number: 06.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division maintains an evacuation plan that ensures public safety while allowing staff to safely remove inmates from portions of the facility or the entire facility in the event of a life-threatening emergency.

PROCEDURE:

Emergency Evacuation:

It may be necessary in the event of a fire, natural or man-made disaster, or in the aftermath of an institutional disturbance. The evacuation plan will be developed in conjunction with the plans for these occurrences. Evacuation may be necessary from all or a portion of the detention facility.

Notification:

In the case of a natural disaster, the facility has cooperative arrangements with the California Emergency Management Agency (Cal EMA <http://www.calema.ca.gov/>) to receive warnings about approaching severe storms and similar conditions.

Officer Response Priorities:

In the event of an immediate life-threatening emergency, Officers may commence evacuation, but must notify the shift Sergeant/OIC of the movement.

1. Notify control of the nature of the emergency and location;
2. Advise the inmates requiring evacuation;
3. Advise of safe location inmates are being taken to;
4. Request additional Officers to assist with inmate movement (A minimum of four (4) officers will be present prior to movement);
5. Conduct a headcount by I.D. after all inmates arrive in the safe zone.

Control Officer Response Priorities:

In the event of an evacuation, the Control Officer will be responsible for the following:

1. Immediately advise Code 33, emergency radio traffic only;
2. Begin a time log of the emergency evacuation;
3. Place required cameras on the outer perimeter area for surveillance;
4. Call required emergency response personnel, i.e. 911, Fire, Dispatch, etc...
5. Assist the Sergeant/OIC with required tasks.

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Sergeant/OIC Response Priorities:

In the event of an emergency requiring evacuation, inmates may only be moved to a safe location within the facility. Only a Corrections Lieutenant, Captain, Undersheriff or Sheriff may order an evacuation of the entire facility to an outside location.

1. Assign two (2) armed Officers for outer perimeter patrol;
2. Designate an inmate safe area for inmates to be moved to;
3. Ensure a headcount by I.D. is conducted once inmates arrive at safe area;
4. Initiate a S.E.R.T. call-out if additional personnel are required;
5. Contact the facility Lieutenant to advise of the emergency and action being taken.

Criteria for Evacuation:

The institution's specific plan identifies the conditions under which, and by whose authorization, evacuation will be considered.

Identification of Safe Areas:

Safe areas are those parts of the facility to which inmates can be evacuated to in the event a portion of the facility is uninhabitable.

Staff Call-Out:

The shift supervisor authorizes the call-out of additional staff in anticipation of an evacuation and at the same time advises the Corrections Lieutenant and Dispatch of the action taken.

All personnel are required to have a home address, home telephone, cellular telephone and/or pager number and other emergency contact information on file with the department. All personnel are required to immediately update the department with any changes of these.

Transportation:

The Transportation Unit Supervisor is responsible for considering and arranging transportation issues, including sources for additional secure transportation, escort patterns, availability of large quantities of restraints, etc. Non-ambulatory inmates (inmates who cannot walk) will be assisted by use of wheel chairs maintained by the facility.

Other Agency Assistance:

The nature of assistance available from other facilities and agencies are addressed in the plan. These arrangements are supported by specific, written mutual assistance agreements with the agencies involved, to include reimbursement, if any, for services rendered.

Drills:

Evacuation drills will be conducted within the following framework:

1. Evacuation route information will be posted in all areas of the facility, particularly inmate housing areas.

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2. Well-established procedures will be available for rapid, safe evacuation of cells, other inmate areas, and other areas of the facility.
3. Procedures will provide for prompt release from all facility areas and ensure that employees are familiar with both primary and backup locking systems.

The highest priority after life safety is the prevention of escape during evacuation. This possibility is greatly reduced by posting additional armed staff on the perimeter and in other key locations. Inmates may be advised that these precautions are being taken. Locked inmate areas need not conduct actual drills; however, staff is required to hold mock drills, short of actually releasing inmates from their cells.

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Merced County Sheriff's Office

Corrections Division

Subject:	Fire Response Plan	Policy Number: 06.05
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division will implement procedures to ensure the rapid and effective response to fire emergencies within the facility in order to provide a reasonable degree of safety for inmates, visitors, and employees.

PROCEDURE:

The Title 15 Compliance Officers will act as a Fire and Safety Officer (FSO). FSO and Policy and Procedure Committee members prepare, review annually, and update the *Fire Response Plan*, as needed. It is each Officers responsibility to assist in Fire Prevention for the facility.

Fire Response Plan:

Internal fire-fighting issues and capabilities are addressed in the Merced County Corrections Facilities *fire response plan*, as determined by the FSO, to include:

1. The development of specific guidelines for releasing inmates from cells to the secure exercise yard. In general, staff are to release inmates from cells when the circumstances of fire (heat, smoke, etc.) or the extent of an adjacent fire, make it evident that allowing inmates to remain in their cells constitutes a life-threatening situation;
2. The location and review of fire detection and fire fighting apparatus such as:
 - a. Smoke or heat detectors;
 - b. Fire pull boxes;
 - c. Alarm panels;
 - d. Alarm bells or horns;
 - e. smoke ejection equipment;
 - f. fire extinguishers;
 - g. standpipe;
 - h. fire hoses
 - i. etc.

New employees receive instruction during orientation to assure familiarity with the fire plan and the procedures to be followed in the event of a fire. The FSO, in coordination with the local fire department, plans for initial and follow-up training in fire and other response procedures.

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Alarms:

Fires may be detected by employees, inmates, or by automatic alarm systems. Fires or suspected fires detected by humans should be immediately reported to control by radio, intercom, or by activating a pull-station alarm. Control monitors automatic alarm systems.

Incident Commander:

The shift supervisor or Officer in Charge (OIC) serves as *Incident Commander* (IC) for the emergency response including fire alerts.

Control:

The control officer is responsible for dispatching officers in response to all alarms. The Fire Response Plan provides the control officer and shift supervisor with decision criteria for notifying local fire authorities in the absence of other command personnel.

The control center maintains the following guidelines regarding fire notification, including:

1. Dispatching staff to determine the exact nature and location of the fire;
2. Notifying supervisory staff of all known facts regarding the emergency;
3. Notifying the fire department and EMS. Emergency numbers for fire and EMS will be kept in a prominent location in the control center. The control center officer provides fire and EMS dispatchers with all available information necessary to enable proper response including the location, nature and scope of the fire, and the number and types of injuries;
4. Notifying staff in other sectors to allow them to secure their areas, return inmates to their quarters or to a safe refuge area, and report for other duties;
5. Alerting staff to prepare for search and escort duty for outside fire-fighting equipment.
6. Making ready all emergency keys for possible use;
7. Notifying the law enforcement division of the facility for possible assistance;
8. Placing maintenance personnel on standby to monitor fire protection systems, locking systems, ventilation systems, and performing possible emergency repair work;
9. Placing EMS on standby alert to treat possible injuries;
10. Notifying other personnel on the emergency notification roster, including the Corrections Lieutenant. The roster contains an appendix with the on and off-duty phone numbers for these individuals;
11. Assigning outside law enforcement officers duties as decided by the Incident Lieutenant. These duties may include evacuation of inmates, assisting fire fighters, attacking the fire, or performing a security function;
12. Maintaining an accurate timeline.

Evacuation:

Procedures for rapid and safe evacuation of cells, general housing areas, and other areas of the facility will be developed by the FSO.

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The IC determines when evacuation is necessary. Evacuation will begin if there is any indication that the fire may spread and present a life-threatening situation to staff or inmates. The Incident Commander is authorized to call-up additional staff in anticipation of evacuation.

If faced with life-threatening circumstances, an officer may initiate evacuation on individual initiative. Control should be notified immediately if such action is necessary.

Evacuation routes and refuge areas will be posted in each inmate area with instructions in both English and Spanish. Staff must be familiar with areas of refuge where inmates can be moved in the event of emergency situations requiring evacuation.

Escape Issues:

The possibility of escape is increased during any emergency. All employees must be aware of procedures for preventing escapes during evacuations.

The IC ensures that a sufficient number of security officers are posted on the perimeter during the emergency, especially when inmates are being evacuated from the housing units. The IC will activate a roving patrol as soon as possible.

Count:

When the involved area is cleared following the fire alarm, a count will be conducted. The count will not be cleared until all inmates and staff assigned to the involved areas are identified and located. When the count is clear, all personnel will return to their regularly assigned areas.

Fire Containment:

Prompt notification and life safety are primary concerns and fire fighting is a secondary responsibility, except for small and easily extinguished fires. Only after life safety issues are considered may trained staff members initiate fire-fighting responses using hand-held extinguishers, standpipe hoses, and other available means.

Self-Contained Breathing Apparatus: Self-contained breathing equipment will be located in the control center, locked housing areas, and other key locations throughout the facility. Staff will be trained in its use and will employ it when ambient air conditions are likely to create a breathing hazard.

Fire Department Assistance:

An outside fire official may aid this facility through:

1. The conduct of unannounced or pre-planned fire inspections;
2. Assistance in drafting a fire plan;
3. On-site familiarization tours of the facility;
4. Inspection of the facility for hazardous conditions; or
5. Participation in facility fire drills.

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The facilities' Fire Plan contains specific information on access to the facility by fire-fighting vehicles including expedited searches at the vehicle entrance and supervision procedures for those vehicles while inside the perimeter or proximity of the facility.

Cleanup Issues:

State, local, and insurance company investigators must be permitted to inspect the fire scene. Evidence preservation issues may be involved, if arson is suspected. No substantive cleanup of the fire scene should commence until these authorities have given their approval.

Reporting and Inspection Requirements:

Reporting and inspection requirements will be followed as defined in facility policy and in accordance with federal, State, and local regulations. Facility supplementary policy will specify the post-fire reporting structure required by the fire marshal's office and CAL EMA. In addition, the FSO will file a complete report on any fire, detailing the cause, surrounding circumstances, injuries, extent of damage, nature of the response, adverse finding of outside authorities, and any recommendations for change or improved procedures.

Fire Drills:

Fire drills will be held in accordance with a written plan reviewed by the fire department, other law enforcement, and other emergency response agencies. Drills are conducted at the direction of the Training Coordinator as follows:

1. Fire drills will be conducted annually.
2. Locked housing units need not conduct actual drills; however, staff will be required to hold mock drills short of actually releasing inmates from cells.
3. The Training Coordinator will schedule the drills and notify the Shift Supervisors of the scheduling.
4. Prior notification of the drill will be limited so as to increase drill effectiveness. The Training Coordinator will monitor drill operations. Drills begin when the "fire" location is established and end when personnel assigned to the location are evacuated, the first facility fire-fighting equipment arrives at the scene, and all staff and inmates are accounted for.

Other Issues:

Medical examination and care will be provided as soon as possible after those involved in a fire have been moved to safety. All staff involved in a fire emergency will file a report on the incident before the end of the shift. The IC coordinates fire suppression action with other agencies, focusing on streamlined access to the facility and procedures for notifying other law enforcement agencies of evacuation. The Policy and Procedure Committee is required to review emergency plans at least annually. The Plan is available on the "x" drive for employee review. Employees are encouraged to submit suggestions of changes or improvements to the current plan.

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Merced County Sheriff's Office

Corrections Division

Subject:	Hostage Plan	Policy Number: 06.06
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division maintains and complies with a hostage plan in order to maintain the health, safety, and security of all staff and inmates and provides staff with procedures to respond appropriately to any situation wherein a person is held under duress, i.e., a hostage situation.

PROCEDURES:

No person, regardless of rank, has any authority while held as a hostage in a Merced County Corrections Facility. No inmate will be released while holding or while accomplices hold in the community, any person as a hostage for that purpose under any circumstances.

Notification:

In the event of a separate hostage situation, as opposed to one that occurs in the course of a disturbance, the control center will be notified. The control center officer then promptly notifies the following supervisory staff of the existence of a hostage-taking incident:

1. Shift Supervisor
2. Lieutenant
3. Captain
4. Under Sheriff
5. Sheriff

The local contingency plan contains an appendix with the on and off-duty phone numbers for these individuals.

Notification of Other Authorities:

An up-to-date list of other persons and organizations and their current telephone numbers must be maintained to allow immediate notification on the direction of the Sergeant or Lieutenant.

Control of the News Media:

Inmates may want to make contact with the media. Outside telephone service from the secured area of the facility should be disabled. Additionally, the Lieutenant should establish a safety zone around the jail that prevents communications between inmates and the media by sight or sound. An off-site briefing location for the media will be established, and manned by a management official of the Sheriff's Office. This management official is the sole representative for the department.

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Hostages as Part of an Escape Plot:

When an inmate or group of inmates, takes hostages as part of an escape plot, the shift supervisor will:

1. Mobilize forces quickly to close off all avenues of escape;
2. Localize the incident to discourage other inmate involvement;
3. Await arrival of the Lieutenant, Under Sheriff, or Sheriff if possible;
4. Open communications with the hostage-taker while waiting arrival of command staff; and
5. Make no promises, emphasizing that safety of hostages is in the inmate's best interest.

Hostages in the Community:

When a hostage-taking incident in the community involves a demand for release of an inmate, jail staff will defer all negotiations to the law enforcement agency with jurisdiction for that case and provide all appropriate assistance and information. No inmate will be released or provided any consideration under such circumstances.

Hostages in a Riot:

When an inmate or group of inmates takes hostages as part of a riot, command staff will normally be in place by the time that fact becomes known. Thus, the issues for the Lieutenant, Captain, Under Sheriff, and Sheriff become how to gain the hostages' release as quickly as possible with as little risk to their safety as possible. There are no concrete rules to follow in such situations. Anecdotal evidence can be provided that argues in favor of either prompt tactical action or patient negotiation in hostage situations. Ultimately, the individual situation, the inmates' actions, available resources, and the staff involved will determine the Lieutenant's choice of a course of action. However, there are certain guidelines around which a local contingency plan can be formed, and the following steps can be taken to improve the administration's strategic posture:

1. State as strongly as possible that *no one will be released while hostages are being held*.
2. State as strongly as possible that *no inmates will be harmed if hostages are not harmed*.
3. Identify the inmates holding the hostages and obtain information about them as soon as possible.
4. Identify the issues or demands involved.
5. Classify demands to the extent possible (e.g., power vs. resources; short-range vs. long-range; detention facility vs. departmental; group demands vs. individualized complaints).
6. Muster tactical forces to prepare for re-taking the hostages by force, if necessary.
7. Assemble a negotiating team using, if possible, at least one person specially trained in hostage negotiations; keep negotiating teams small enough to be effective, ordinarily just 2-4 individuals, depending on the number of inmates negotiating.
8. Determine in advance and to the extent possible, which demands the negotiators will have the authority to discuss; make it clear that the negotiators have no final authority.
9. Analyze demands from the inmate perspective.
10. Structure and set negotiations to reinforce the staff position, if possible.
11. Do not permit the media or other third parties to negotiate or be in the area while negotiations

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are taking place.

Hostages Protection:

Under no circumstances will an inmate be permitted to escape from the facility using a hostage. If a hostage is used in an attempt to escape all officers have clear instructions that orders given by any person under duress are not valid. Staff personnel will not surrender arms, keys, vehicles, or communications equipment to a hostage taker or his victim.

Tactical Considerations:

Tactical decisions are very difficult to anticipate in a hostage plan. Every hostage situation occurs in a different location with a different set of hostages and a different inmate or group of inmates. Again, there are certain considerations that should be a part of the plan, including the following:

1. Scope of the surrounding disturbance and progress in re-taking the rest of the facility.
2. Progress of any negotiations with hostage-takers or inmate leaders;
3. Evidence of whether the hostages are safe or are being brutalized or assaulted.
4. Mental health status of the hostage-takers and whether there are signs they may be either losing resolve or becoming more desperate.
5. Health status of the hostages (e.g., heart conditions, medication needs, etc.) and whether those conditions have immediate life-threatening implications.
6. Availability of sufficient numbers of properly equipped response personnel and their capability to quickly gain access to and control of the hostage-takers with minimal risk to the hostages.
7. Location of the hostage-takers and whether they are reinforcing their position, including any evidence of weapons in the hands of hostage-takers or of weapon fabrication.
8. Amount of food and water available to the hostage-takers.
9. Any inmate to media communications.

Other guidelines for tactical action to recover hostages are covered in other related policies. In particular refer to policies on escape and response to resistance.

Use of Force:

Staff members are authorized to use firearms and other forms of deadly force to prevent escape, prevent injury or loss of life to personnel, or inmates not involved, and protect facility property. Weapons are only issued to staff that are qualified in the use of the weapon issued.

If reasonably possible and without risk to the officer(s) or others, *verbal warnings* may be given prior to the use of deadly force. Whenever firearms or other deadly force is used, staff will *shoot to stop*. If a hostage taker cuts, shoots, or seriously injures a hostage, or threatens such action, officers are authorized to use force and deadly force to prevent or stop the act. The decision to use such force to protect innocent life is that of the officer faced with the imminent decision.

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Understanding Hostages:

Guidelines for staff conduct while being held hostage are provided to employees in initial training and reviewed in annual refresher training. These include information on avoiding, resisting, or antagonizing the hostage-takers, the *Stockholm Syndrome*, and other elements. Upon release, each hostage will be properly identified to ensure that an inmate is not trying to escape, will be given an immediate medical examination and any necessary treatment; and shall document the incident as soon as possible in either a taped interview, written report, or in a manner prescribed by the Lieutenant.

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Merced County Sheriff's Office

Corrections Division

Subject:	Medical Emergencies	Policy Number: 06.07
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: It is the policy of Merced County Sheriff's Corrections Division to provide emergency medical services to inmates that is consistent with community standards of health care.

PROCEDURE:

The primary medical emergency resource in Merced County is the local hospital. The Corrections Lieutenant will compile a detailed emergency plan on providing emergency medical services to inmates.

Notification:

The plan will specify the internal resources available, how they can be accessed, under what circumstances trained detention staff are notified of an emergency, and telephone numbers for on and off-duty contact. The plan will also describe the outside medical resources available, under what circumstances community emergency medical resources will be summoned, and the ambulance services that can be called in a medical emergency.

The plan will list the emergency phone numbers for all local ambulance agencies, hospitals, and other emergency rescue and assistance resources. Ambulance access to the facility will be covered in the plan. The plan will specify procedures for prompt identification of inmates being released for a medical emergency and procedures for authorization for releases in an emergency. Staff supervision issues for inmates who may be removed from the facility as a result of a medical emergency are covered in Merced County Corrections Division policy.

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Merced County Sheriff's Office

Corrections Division

Subject:	Pandemic Emergencies	Policy Number: 06.08
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division has developed a plan regarding **Pandemic Emergencies** to address the identification and isolating of infected, and those suspected to be infected, persons to ensure safety of inmates and staff.

DEFINITIONS:

Pandemic Emergency – An epidemic which has spread throughout the population beyond a specific area or country. A Pandemic may cover a continent or the entire world.

Isolation – Segregation of person(s) suspected of, or infected with, disease from housing with non-infected persons.

Quarantine – Segregation status of those EXPOSED to infection. If the subject becomes infected, they will be re-housed in isolation.

PROCEDURE:

Initiation of Pandemic Emergency:

The World Health Organization (WHO) is the directing and coordinating authority for health within the United Nations system. It is responsible for initiating the declaration of a pandemic emergency.

The Merced County Health Department is responsible for initiating the local response to the emergency. The detention facility Medical Authority will advise and initiate internal procedures for the identification and treatment of infected inmates. The Classification Unit is responsible for providing isolated housing for infected inmates.

Corrections Staff Requirements:

Corrections Staff will be provided vaccinations by the Health Department and issued protective equipment (i.e.; anti-bacterial hand sanitizer, gloves, eyewear and N95 Respirator Masks) by the Corrections Facilities with instructions in their use, including training in identifying infected subjects and protection of their families. Officers who display symptoms of infection will be relieved from duty by their Supervisor.

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Transportation Officers:

Transport Officers will be required to have surgical masks available for inmates displaying symptoms of infection, being picked up from the Los Banos Jail, Merced Superior Courts and other agencies. If inmates refuse to wear the surgical mask, the transporting officer will don their protective gear, apply restraints to the inmate and place a surgical mask on the inmate, then situate the inmate in the rear of the transport vehicle.

The Transportation Unit will be responsible for notifying the Merced Superior Courts regarding inmates in isolation who are unable to attend their hearing. Depending on the type of hearing the case may be continued or take place without the inmate's physical presence, or other arrangements made by the court.

Identification of infected persons:

Initial officer-inmate contact is most often in the *Intake* or *booking area* of the main jail. This first meeting normally occurs in the presence of the arresting or transporting officer(s).

A hand-held thermometer will be available in the intake area to determine if any incoming admission has a fever, a temperature over 100°F. Any new inmate with a fever and complaining of a sore throat or cough will be isolated pending medical screening by the Medical Authority.

Any in-custody inmates displaying symptoms will be immediately referred to the Medical Authority for screening and treatment. Inmates found to be potentially infected will be isolated and the Classification Unit will determine a new housing assignment.

Infected and suspected-infected inmates will be required to wear a surgical mask anytime they are moved from their housing unit or are coming into contact with staff or other inmates.

Privileges of Quarantined Prisoners:

Inmates housed in quarantine will be given a "fish kit" to maintain hygiene. Yard privileges will be suspended to minimize contact with others and the spread of the disease. Visiting at all Merced County Corrections Facilities will be suspended during a pandemic. Once the Health Department has lifted the emergency declaration and local facilities are devoid of infection, all privileges will be returned to pre-emergency standards.

Clothing Exchange:

All inmates housed in isolation will be allowed clothing and bedding exchanges immediately, regardless of time of day or night, if the issued items become soiled or unserviceable.

Inmate Workers:

Inmates assigned to the Kitchen and Laundry will be required to wear protective gloves and N95 rated Respiration Masks while performing their duties. Inmates displaying symptoms of infection will immediately be referred to the Medical Authority for screening and treatment. Inmate Workers who may be infected will be isolated and the Classification Unit will determine a new housing assignment.

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Inmates may be re-housed to their original assignment once cleared by the Medical Authority.

Inmate Workers will clean and disinfect the Medical Authority office, examination rooms and waiting rooms daily.

Inmate Medical Clearances:

Inmates who have been considered or suspected to have been infected may be medically cleared by the Medical Authority, when their temperature has returned to normal for 24 hours while off any anti-pyretic (fever-reducing) medications.

Inmate Releases:

All inmates who are in quarantine will be “flagged” by the Medical Authority for release notification. When an inmate is designated for release from custody, they will be provided with information regarding the disease and treatment.

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Merced County Sheriff's Office

Corrections Division

Subject:	Special Emergency Response Team	Policy Number: 06.09
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division employs a *Special Emergency Response Team (S.E.R.T.)*. The S.E.R.T. team's purpose is to respond to critical incidents occurring at the Main Jail and the John Latoracca Correctional Center (JLCC) or at the discretion of the Sheriff and/or his designee. Critical incidents include; facility or block disturbances, escapes, high risk transports, cell extractions, natural disasters and other duties as assigned.

DEFINITIONS/DUTY POSTIONS:

1. ***S.E.R.T. Captain*** - A Merced County Sheriff's Office Captain, one who ensures that the S.E.R.T. team adheres to department policy and procedure. Also assists the S.E.R.T. Team Sergeant with developing training programs, policy and procedures and requisitioning equipment. May incorporate SWAT Team members in operations and training.
2. ***S.E.R.T. Team Sergeant*** - A Corrections Sergeant who has served a minimum of two years as a S.E.R.T. team member. The S.E.R.T. Team Sergeant develops and implements training plans, requisitions equipment, ensures S.E.R.T. team members adhere to the physical fitness standard and commands the team during critical incidents. The S.E.R.T. Team Sergeant coordinates with the Incident Commander during a critical incident to offer a tactical solution to resolve any given situation. There may be additional Corrections Sergeants assigned to the S.E.R.T. Team subject to the approval of the Under Sheriff.
3. ***S.E.R.T. Team Trainer*** – A S.E.R.T. Sergeant or senior correctional officer who facilitates the monthly team trainings, compiles and maintains training records, and assists in developing tactical responses to various missions. This person is part of the S.E.R.T. team and is not a standalone position. This person is responsible for all equipment and munitions. This person will ensure that all equipment is serviceable and ready for deployment. The S.E.R.T. Team Trainer may delegate responsibilities to other S.E.R.T. Team members but shall be responsible for all equipment being ready at a moments notice.
4. ***S.E.R.T. Team Leader*** - Is a Correctional Officer or Sergeant who has served a minimum of two years as a S.E.R.T. team member. The S.E.R.T. Team Leader is responsible for the conduct of training, team fitness and serves as the Team Leader in the absence of the S.E.R.T. Team Sergeant.

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5. ***S.E.R.T. Team Member*** – A Full-Time Correctional Officer who has completed the STC Corrections CORE Academy, JTO Program and has successfully completed probation.
6. ***Less Lethal (LL) Officer*** – A S.E.R.T. team member certified by an STC qualified instructor and designated by the Team Leader, who is primarily responsible for the deployment of LL devices during a S.E.R.T. tactical action.
7. ***Shield Officer*** – A S.E.R.T. team member who uses either a convex or concave shield during a S.E.R.T. action. The shield officer will be responsible for the protection of the team and will be the first officer making entry to a dorm, cell or exercise yard. This officer may carry a less lethal option as well if directed by the S.E.R.T. Sergeant or Team Leader.
8. ***Arrest Officer*** – A S.E.R.T. team member responsible for restraining inmates during a S.E.R.T. action. The arrest officer will also be utilized as a Taser officer as needed and directed by the S.E.R.T. Team Leader.
9. ***Taser Officer*** – A S.E.R.T. team member that utilizes the department issued Taser as their primary weapon during a S.E.R.T. action. The S.E.R.T. team member must be departmentally certified in the use of the Taser.
10. ***Transport Officer*** – A S.E.R.T. team member or Correctional Officer responsible for moving restrained inmates to a secure location during a S.E.R.T. action.
11. ***Security Officer*** – A S.E.R.T. team member or Correctional Officer responsible for securing a holding area and supervising restrained inmates until they are returned to their housing area. Security Officers will assist the S.E.R.T. team in movement of inmates and returning the facility to normal operations if needed.
12. ***Video Officer*** - A Correctional Officer or S.E.R.T. team member responsible for video recording of training and critical incidents for the purpose of documenting the event.
13. ***Incident Commander (IC)*** - A Captain, Lieutenant, Sergeant or Officer in Charge (OIC), who is responsible for the call-out notification of the S.E.R.T. Team.
14. The S.E.R.T. Sergeant is responsible for the briefing of S.E.R.T. operations details.
15. ***Inmate Disturbance*** – A loss of “Operational Control” in a dorm, cell, or on an exercise yard that may range from a minor disturbance involving a few inmates, to a major riot involving the entire population of a dorm, cell or exercise yard. These disturbances may also include the destruction of property or actions which may threaten the security of the facility and may also result in serious injury to staff or inmates.

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16. **Riot** – A major disturbance involving two or more inmates which results in a loss of “Operational Control” of a section or the entire correctional facility which may result in serious injury to corrections staff, inmates and destruction of property.
17. **Loose Man** - where an inmate escapes from a cell and refuses to comply with on-duty staff instructions but is contained in a secure location.
18. **Cell Extraction** – A cell extraction is the removal of an inmate from their housing unit or a holding cell. Cell extractions will be conducted when an inmate refuses to comply with on-duty staff instructions is a threat to themselves or others, to prevent damage to county property and to assist medical staff in administering medications or treatment.
19. **Cell / Dorm Disturbance** – A disturbance within a cell or dorm involving one or more inmates that threatens the safety of the inmate(s), normal facility operations or security of the facility.
20. **Exercise Yard Disturbance** – A minor or major disturbance in an exercise yard involving two or more inmates where their actions threaten the safety of themselves, correctional staff, normal facility operations, safety and security of the facility.
21. **Briefing** - A meeting between the S.E.R.T. team leader and team members before a S.E.R.T. action. The S.E.R.T. team leader will discuss the situation, outline the tactical response plan, and assign positions to each S.E.R.T. team member and supporting staff.
22. **De-Briefing** – A review following a critical incident where the S.E.R.T. team leader and team members discuss the team’s actions during the call-out. An incident report will be completed by the S.E.R.T. Team Sergeant and any Use of Force will be documented.

UNIFORM AND EQUIPMENT:

1. Callout Uniform-

- a) Department approved OD Green TDU Top and Bottoms w/ black or green undershirt.
- b) Black Boots.
- c) Green department approved baseball cap or “boonie cap” with subdued sheriff star.
- d) Nylon utility belt.
- e) Handcuffs or flex-cuffs.
- f) 911 knife.
- g) Department approved impact weapon.
- h) OC Pepper Spray.
- i) Gun Holster.
- j) Ammunition Case.

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- k) Radio.
- l) Department issued or S.E.R.T. issued flashlight.
- m) 3329, handcuff and S-1 key.
- n) S.E.R.T. approved helmet
- o) Protective Mask with Carrier w/ filters.
- p) Elbow and Knee Pads.
- q) Black Gloves.
- r) Stab Vest.
- s) S.E.R.T. approved vest.
- t) Any other gear approved by the S.E.R.T. team Lieutenant.

2. Physical Training (PT) Uniform-

- a) Black T-shirt
- b) Black shorts
- c) Black Sweatshirt
- d) Black Sweatpants
- e) Black ball cap or beanie
- f) White or black socks
- g) Running shoes
- h) Any S.E.R.T. team member apparel approved by the S.E.R.T. team leader.

SELECTION OF PERSONNEL – S.E.R.T. TEAM

Interested personnel who have successfully completed probation shall submit a letter of interest to the S.E.R.T. Captain and the Sheriff's Administrative Assistant. Those qualifying applicants will then be invited to participate in the testing process. The order of the tests will be given at the discretion of the S.E.R.T. Captain. The testing process will consist of an oral interview, physical agility test and team evaluation.

(A) Oral board: The oral board will consist of personnel selected by the S.E.R.T. Captain. Applicants will be evaluated by the following criteria:

- 1. Recognized competence and ability as evidenced by job performance including past employee evaluations.
- 2. Demonstrated good judgment and understanding of the critical role of S.E.R.T. members.
- 3. Special skills, training, or appropriate education as it pertains to this assignment.
- 4. Commitment to the unit, realizing that the additional assignment may necessitate unusual working hours, conditions, and training obligations.
- 5. Professional and competent abilities as a correctional officer in their current assignment.

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<p>Corrections Division Policies and Procedures, 06.09 Special Emergency Response Team – S.E.R.T.</p>
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(B) Physical Agility: The physical agility test is designed to determine the physical capabilities of the applicant as it relates to performance of S.E.R.T. duties. The test and scoring procedures will be established by the S.E.R.T Captain with the concurrence of the S.E.R.T. Team Sergeant(s). A minimum qualifying score shall be attained by the applicant in order to be considered for the position.

(C) Work Related Skills Confidence Course: The confidence course will be comprised of physical tasks related to a correctional officer's duties. The course will assess the ability of the officer to maintain endurance and operate under pressure while keeping their bearing and demonstrating fine motor skills.

PART I. PHYSICAL AGILITY TEST	SCORE	P	F	COMMENTS
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1 Mile Run (9 Min. Max.)

8.0 – 9.0 Minutes	1 Point				
7.0 – 8.0 Minutes	2 Points				
6.5 – 7.0 Minutes	3 Points				
6.0 – 6.5 Minutes	4 Points				
6.0 & Under	5 Points				

Crunches (Minimum of 60 in 2 minutes)	Score	P	F	Comments
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60 – 65	1 Point				
66 – 70	2 Points				
71 – 75	3 Points				
76 – 80	4 Points				
81 +	5 Points				

Push-ups (Minimum of 40 / Non-Stop)	Score	P	F	Comments
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40 – 45	1 Point				
46 – 50	2 Points				
51 – 53	3 Points				
54 – 57	4 Points				
58 +	5 Points				

Pull-ups (3 Minimum / Over Hand)	Score	P	F	Comments
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3 – 5	1 Point				
6 – 8	2 Points				
9 – 10	3 Points				
11 – 12	4 Points				
13 +	5 Points				

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1. S.E.R.T. POLICY AND PROCEDURE EXAMINATION

- a) Each S.E.R.T. member and PTM is required to take a written exam on the S.E.R.T. Policy and Procedure. If a member or PTM fails the written exam twice they will be removed from the team. In order to return to the team a letter must be submitted to the S.E.R.T. Captain requesting to retest after 6 months.
- b) Past S.E.R.T. team members who have not trained with the team for six months will be required to retake the exam before becoming re-certified.

2. FINAL SELECTION

- A. Final selection to become a full team member will be determined by your performance over the six month probation period and an assessment by the S.E.R.T. Team Lieutenant, and Team Leader.

STANDARDS:

- 1. S.E.R.T. team members will attend all monthly training unless excused by the Team Leader prior to the training event. Any S.E.R.T. team member missing three (3) training within one year (Calendar Year January-December) will be subject to review by the S.E.R.T. Lieutenant and may be removed from the S.E.R.T. team.
- 2. S.E.R.T. team members must set the example to all staff by maintaining a professional image, a high state of physical fitness and demonstrate competence and leadership in their assigned duties. A S.E.R.T. Member must maintain and display ethical and moral standards.
- 3. S.E.R.T. team members will respond to an alert notification within one hour after being contacted, with all equipment, ready to begin the mission.
- 4. S.E.R.T. team members **will not** respond to an alert notification while under the influence of alcohol or prescription medications.
- 5. S.E.R.T. team members must qualify with all department issued weapons.
- 6. Members of the S.E.R.T. Team will be required to pass a Work Related Skills Confidence Course every six (6) months. Failure to pass the Confidence Course within two (2) consecutive month physical testing trials will mean automatic removal from S.E.R.T.

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DISCIPLINE:

1. The S.E.R.T. team is a voluntary position and serves at the will of the S.E.R.T. Team Lieutenant. The Lieutenant may remove or suspend a team member for;
 - a) Conduct unbecoming; includes normal shift duties or off duty behavior.
 - b) Lying or untruthfulness; includes omitting information.
 - c) Abuse of authority.
 - d) Negative or derogatory comments regarding the Department or staff.
 - e) Failure to meet ethical standards of the S.E.R.T. team.
 - f) 3 Strike standards (failure to attend 3 trainings and/or 3 call-outs within a one year period).

TRAINING:

1. All S.E.R.T. team members will attend mandatory training each month. If a team member or PTM is unable to attend training they must contact the S.E.R.T. Team Sergeant or the Assistant Team Leader.
2. All training will consist of the following:
 - a) S.E.R.T. team meeting.
 - b) Physical training; i.e., stretching, strength building and aerobic activity.
 - c) Instruction and a practical exercise on critical incidents and special equipment.
 - d) Practical exercise on searching inmates, cells or dormitories and moving inmates from one location to another.
 - e) Training may include written or practical testing, with a debriefing and review of the video.
3. Shift Sergeants will ensure S.E.R.T. team members assigned to their respective shifts have the opportunity to attend training. This may be accomplished by coordinating with other shifts to ensure the shift is staffed.

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CHAIN OF COMMAND:

1. Sheriff
2. Under Sheriff
3. S.E.R.T. Captain
4. Facility Lieutenant
5. S.E.R.T. Team Sergeant
6. S.E.R.T. Team Leader
7. Assistant S.E.R.T. Team Leader

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Merced County Sheriff's Office

Corrections Division

Subject:	S.E.R.T. Call-Out Procedure	Policy Number: 06.10
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division's *Special Emergency Response Team (S.E.R.T.)* responds to Correctional Emergencies using a telephone Call-Out procedure. Each facility has a current list of S.E.R.T. members and their contact numbers, i.e.; Cell Phone and Home Phone. The list is updated quarterly, by the S.E.R.T. Team Leader or Assistant Team Leader.

DEPARTMENTAL INTEREST:

It is in the interest of the Merced County Corrections Division to provide an up-to-date list of active S.E.R.T. Team Members and the procedures used to alert the response team. Call-out procedures include a Critical Incident Briefing Report, which outlines the emergency and assists in tactical planning.

PROCEDURE:

- 1. Notifications:** The Incident Lieutenant (OIC) contacts the S.E.R.T. Team Leader and/or Assistant Team Leader, the S.E.R.T. Lieutenant and Corrections Lieutenant with a brief outline of the emergency.
- 2. Instructions:** The S.E.R.T. Team Leader will give instructions and advise the Incident Lieutenant to initiate the call-out of S.E.R.T. Members. The OIC will track the names of responding S.E.R.T. Members.
- 3. Timeline:** The Incident Lieutenant will order a staff member to begin a timeline of events for briefing and the final Incident Report.
- 4. Video:** The Incident Lieutenant will order a staff member to begin video recording of the disturbance, if this can safely be accomplished.
- 5. S.E.R.T. Incident Briefing Report:** The Incident Lieutenant will complete the S.E.R.T. Incident Briefing Report to assist in providing pertinent information to the Team Leader.
- 6. Initial Briefing:** The Incident Lieutenant will brief the Team Leader and provide the Briefing Report.

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7. **Planning:** Using all available resources the Team Leader will develop a plan of action, with contingency plans.
8. **Mission Briefing:** The S.E.R.T. Team Leader will brief team members regarding the mission and assign each member a specific position and responsibility. Team Members will check all equipment for serviceability. The Mission Briefing should be video recorded.
9. **CODE 33:** Once the Team Leader assumes control of the affected area of the facility a Code 33 will be initiated. The Code 33 is terminated by the Team Leader once normal activities may resume. Code 33 requires emergency radio traffic only, and restricts the movement of any prisoners within the facility.
10. **Mission Completion:** The Team Leader will announce the mission is complete and returns control of the affected area to the Incident Lieutenant.
11. **Debriefing:** The Incident Lieutenant and Team Leader will debrief the mission with all team members present. Debriefing includes the final Incident Report, video review, review of mission success/failure, injuries to inmates or staff, equipment evaluation, training needs or improvement to tactical plans and any other pertinent information or details. Photographs of any Use of Force impacts and/or injuries will be taken prior to debrief.
12. **Incident Report:** The Team Leader is responsible for designating a team member to write the final Incident Report. The incident Report includes; all responding Team Members, assigned duties, entry and timeline of events. Any injuries will be noted, as well as medical treatment and current housing of inmates, if necessary.
13. **Use of Force:** Any S.E.R.T. Team member who deployed any weapon during the mission will write a separate Use of Force report and complete a Use of Force form. The Team Leader is responsible for completing the Supervisor's Use of Force Review.

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Merced County Sheriff's Office

Corrections Division

Subject:	S.E.R.T. Cell Extractions	Policy Number: 06.11
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division's *Special Emergency Response Team (S.E.R.T.)* responds to emergencies involving inmate cell extractions, using techniques designed to reduce the probability of injuries to inmates and/or staff.

DEPARTMENTAL INTEREST:

It is in the interest of the Merced County Corrections Division to provide a tactical solution to single inmate incidents where contact with the prisoner is unavoidable. These solutions reduce the probability of injury by use of trained correctional officers whose presents may deter an inmate from continued aggression/non-compliant behavior and a safer method of extracting an inmate from their cell.

Definition:

Cell Extraction - A cell extraction is the removal of an inmate from their housing unit or a holding cell. Cell Extractions are conducted when an inmate refuses to comply with on-duty staff instructions is a threat to themselves or others, to prevent damage to county property or to assist medical staff in administering medications and/or treatment.

PROCEDURE:

1. Once the team has been briefed, they will line-up in the following order:
 - a) Team Leader / Door Officer (Keys)
 - b) Shield Officer
 - c) Arrest Officer 1
 - d) Arrest Officer 2
 - e) Arrest Officer 3 (Restraints)
 - f) Less Lethal Officer
 - g) Video Officer

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2. Prior to the team arriving at the incident area the water and TVs will be turned off. The team will move to the inmate's location and prepare to make entry into the cell.
3. The Team Leader will instruct the inmate to lay prone on the floor, giving the command three times. If the inmate does not comply, the Team Leader will inform the team of the inmate's location, their activity and any special conditions within the cell. If the Team Leader does not give a description of the cell, this means there are no special conditions. If the inmate is armed or refuses to comply with instructions from the Team Leader, Less Lethal weapons may be used.
4. The team will give a tap from rear officer forward. Once the shield officer nods to the Team Leader that the team is ready for entry, the Team Leader will open the door.
5. Once the door is open the team will enter and secure the inmate(s), and bring them under control. At that time, the Shield officer will announce, "Shield out" and the Door Officer will remove the shield.
6. Officer 4 will then give the team hand and leg restraints. The entry team will apply the restraints and ensure the inmate is secure.
7. Once the inmate is secured, the team will either carry the inmate or walk them to either a Safety Cell or Restraint Chair. If the inmate is escorted, two S.E.R.T. members will maintain physical contact with the inmate until they reach their final destination.
8. Once the inmate has been placed in the Restraint Chair or Safety Cell, the Medical Authority will evaluate to ensure the inmate has not been injured and does not require medical attention.

No Notice Entry:

1. A no notice entry will be conducted when it is determined by the Team Leader that the element of surprise is deemed necessary because of the violent or unpredictable behavior of the inmate.
2. The team will move to the inmate's cell and line-up outside the door. The Team Leader will inform the team of the inmate's location and any hazardous conditions in the cell.
3. The Team Leader will immediately open the door and the team will make entry. All other procedures in performing a cell extraction will remain the same.

Loose Inmate:

1. A situation may occur where an inmate escapes from a cell and refuses to comply with on-duty staff instructions but is not contained in a cell. In this situation, the team will form one squad with two extraction elements. The team will be comprised of;

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- a) 2 Shields
 - b) 1 Team Leader
 - c) 4 Arrest Officer (*Arrest Officers may have Tasers*)
 - d) 1 Less Lethal Officer
2. Once the Team Leader determines the location of the inmate the squad will move to the area where the inmate is located. The squad will make entry into the disturbance area. When ordered to move, the two teams will move simultaneously and stay abreast of each other.
3. The teams will move towards the inmate until the only escape route for the inmate is through the team. Once the inmate is cornered, the team leader will instruct the inmate to lay face down on the floor. If the inmate does not comply or if the inmate is armed with a weapon, Less Lethal methods will be used to gain compliance.
4. If the inmate refuses to comply, on the order from the team leader, the extraction team to the right will move rapidly towards the inmate securing them with the shield. The second team will remain in place and will serve as a back-up if the inmate gets pass the first team.
5. Once the inmate is secure, the Arrest Officer from the second team will provide the leg and hand restraints for the extraction team. The inmate will then be moved to the next location predetermined by the IC and the Team Leader. The inmate will then be evaluated by medical staff.

Two Man Cell Extractions:

1. A situation may occur where there are two inmates in a cell and they both refuse to comply with staff instructions. In this situation, the basic procedures for Loose Man will apply, using Less Lethal munitions to gain compliance before attempting a two shield entry. A two shield entry will follow the following line-up;
 - a) 1st Shield
 - b) 1st Arrest Officer
 - c) 2nd Shield
 - d) 2nd Arrest Officer
 - e) 3rd Arrest Officer
 - f) 4th Arrest Officer
 - g) Team Leader
 - h) Less Lethal Officer
2. Both teams will conduct the cell extraction in the same manner as a single inmate extraction. Once the team leader determines the location of the inmates, the 1st Shield & Arrest will enter with the 2nd Shield and Arrest Officers following immediately behind. Each inmate will then be secured and brought under control.

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Merced County Sheriff's Office

Corrections Division

Subject:	S.E.R.T. Disturbance Control	Policy Number: 06.12
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division's *Special Emergency Response Team (S.E.R.T.)* responds to emergencies involving inmate cellblock/ dorm/yard disturbances, using techniques and tactics to overcome inmate resistance and return facilities to operational control.

DEPARTMENTAL INTEREST:

It is in the interest of the Merced County Corrections Division to provide a tactical solution to multiple inmate related disturbances quickly and efficiently, returning the facility to normal operations.

DEFINITION:

Disturbance Control - A loss of "Operational Control" in a facility that may range from a minor disturbance involving a few inmates to a major riot involving the entire population of a dorm, yard, cell-block or building. It may also include the destruction of property or actions which may threaten the security of the facility and may also result in serious injury to staff and inmates.

PROCEDURES:

Dorm Clearing:

1. Post briefing, the S.E.R.T. team will stage in a designated area determined by the team leader.
2. The team will line-up in the entry position.
3. Once the team is in entry position the team will begin the ready signal. The first shield officer will instruct the Team Leader that the team is ready.
4. On the command of the Team Leader, the Door/Key Officer will open the door and the team will enter the dorm and form a barricade and clear any obstacles.
5. The Team Leader will instruct the inmates to get on the floor in the prone position. Any inmates not complying with the order will be subject to Less Lethal compliance techniques.

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6. Utility closets and restrooms will be cleared as soon as the situation allows. A minimum of one Shield Officer and two Arrest officers complete the tasks.
7. The Team Leader will instruct each inmate to move towards Arrest Officers. Once secured, the Arrest Officers will turn the inmate over to Transport Officers for a cursory search.
8. Transport Officers will then move the inmate to a pre-determined secure holding area.
9. The dorm will be searched for any remaining inmates, weapons, contraband and cleared.
10. Any additional requirements will be determined by the IC or the facility Lieutenant.

Yard Clearing:

1. Post briefing, the S.E.R.T. team will stage in a designated area determined by the team leader.
2. The team will line-up in the entry position.
3. The Team Leader will instruct the inmates in the yard to lay prone on the ground. Non compliance may be met with Less Lethal force. The team begins securing each inmate. Arrest Officers will perform cursory searches and move the secured inmates to a previously determined secure location.
4. The S.E.R.T. team will search the area for weapons and contraband.
5. Any additional requirements will be determined by the IC or the facility Lieutenant.

Block Clearing:

1. Post briefing, the S.E.R.T. team will stage in a designated area determined by the team leader. Depending on the scope and location of the incident, the facility may be locked down until the situation is resolved.
2. The water, televisions and phones will be turned off in the affected area. Once that is completed, a code 33, emergency radio traffic only, will be announced. All inmate movement is halted.
3. The teams will line-up in the entry position.
4. On the command of the Team Leader, the Door/Key Officer will open the door/gate and the team will enter the cell block and stop at the designated cell, clearing any obstacles.

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5. The Team Leader will then instruct the inmates in the cell to lay prone on the floor. Non compliance may be met with Less Lethal force. The Team Leader will order the first inmate nearest the door to crawl forward to the team's location.
6. The inmate will be secured in handcuffs by the Arrest Officers and turned over to Transport Officers.
7. Transport Officers will then move the inmate to a pre-determined secure holding area and search them for contraband.
8. The dorm will be searched for any remaining inmates and cleared.
9. This procedure will continue until the entire block has been cleared.
10. Once the block has been cleared, each cell will be searched for weapons and contraband.
11. Any additional requirements will be determined by the IC or the facility Lieutenant.

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Merced County Sheriff's Office

Corrections Division

Subject:	Bomb Threat Plan	Policy Number: 06.13
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division will implement procedures to ensure the rapid and effective response to bomb threats within the facilities in order to provide a reasonable degree of safety for inmates, visitors, and employees.

PROCEDURE:

Bomb threats are usually made in either written note form or telephone. Upon receipt of a bomb threat, the OIC will immediately notify Dispatch, (209) 385-7445, and report the threat with the following information:

Written Note:

1. Time and location note was discovered (mail, drop box or other...).
2. Location or intended target.
3. Time of detonation, number and type of device.
4. What is the method of detonation?
5. Specific statements or reason for bomb threat.

Telephone Call:

1. Time of the call
2. Phone line number which received the phone call.
3. Specific statements.
4. Location or intended target.
5. Time of detonation number and type of device.
6. What is the method of detonation?
7. Sex and approximate age of the caller.
8. Background noise.

Bomb Threat Response Plan:

1. Use ALL-CALL to immediately inform all Corrections staff to cease the use of radio and cell phone traffic. Radios and cell phones could trigger a detonator.
2. Lockdown all housing units and evacuate any non-corrections / law enforcement persons (i.e.; visitors, attorney, investigators...).
3. Establish Incident Command Post, if needed.
4. If a specific target has been ascertained, begin evacuation procedures of the affected area.

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5. Assign officers to receive and direct incoming Fire Department Response Teams, Emergency Medical Services and the Merced Police Department Bomb Squad.

Incident Commander:

The shift supervisor or Officer in Charge (OIC) serves as *Incident Commander* (IC) for the emergency response. The OIC is responsible for:

1. Assigning individual responsibilities for on-duty staff.
2. Coordinating with Dispatch and responding personnel.
3. Begin recall of staff for transport and security.
4. S.E.R.T. Call-out (if warranted).
5. Notifying Command Staff.

Control:

The control officer maintains the following:

1. Recording the timeline of events.
2. Giving direction to officers via Intercom.
3. Telephone communications with the Sheriff's Dispatch.

Correctional Officers:

1. Keeping themselves and inmates calm.
2. Following the IC's directions.
3. Maintaining security.
4. Transporting inmates.
5. Cordoning off the affected area.

Evacuation:

The IC determines when evacuation is necessary. Evacuation will begin if there is any indication that the bomb may be located in a housing unit or area containing staff and inmates. The Incident Commander is authorized to call-up additional staff in anticipation of evacuation.

If faced with life-threatening circumstances, an officer may initiate evacuation on individual initiative. Control should be notified immediately if such action is necessary.

Evacuation routes and refuge areas will be posted in each inmate area. Staff must be familiar with areas of refuge where inmates can be moved in the event of emergency situations requiring evacuation.

Discovery of Device:

Corrections Officers will not attempt to disarm any suspicious item, package or object. Officers will notify IC and advise co-workers to move clear of the location. The officer will draw a map of the area with detailed information as to the location, placement and condition of the item. This map will be provided to Bomb Squad personnel.

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Detonation:

If the device detonates, staff must maintain order and security. Any injured staff or inmates will be evaluated by the Medical Authority for further treatment.

Escape Issues:

The possibility of escape is increased during any emergency. All employees must be aware of procedures for preventing escapes during evacuations.

The IC ensures that a sufficient number of security officers are posted on the perimeter during the emergency, especially when inmates are being evacuated from the housing units. The IC will activate a roving patrol as soon as possible.

Count:

When the involved area is cleared following the bomb threat, a count will be conducted. The count will not be cleared until all inmates and staff assigned to the involved areas are identified and located. When the count is clear, all personnel will return to their regularly assigned areas.

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Merced County Sheriff's Office

Corrections Division

Subject:	Natural Disaster Plan	Policy Number: 06.14
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division will implement procedures to ensure the rapid and effective response to Natural Disasters affecting our facilities in order to provide a reasonable degree of safety for inmates, visitors, and employees.

Types of Natural Disasters:

Natural Disasters most probable for Merced Corrections Facilities include;

1. Earthquake
2. Flood
3. Tornado
4. Lightning

Incident Commander:

The shift supervisor or Officer in Charge (OIC) serves as *Incident Commander* (IC) for the emergency response. The OIC is responsible for:

1. Assigning individual responsibilities for on-duty staff.
2. Coordinating with Dispatch and responding personnel.
3. Begin recall of staff for transport and security.
4. S.E.R.T. Call-out (if warranted).
5. Notifying Command Staff.

Control:

The control officer maintains the following:

1. Recording the timeline of events.
2. Giving direction to officers via Intercom.
3. Telephone communications with Dispatch.

Correctional Officers:

1. Keeping themselves and inmates calm.
2. Following the IC's directions.
3. Maintaining security.

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4. Transporting inmates.
5. Cordoning off affected areas.
6. Correctional Officers should not become involved in rescue operations unless such incidents are immediately life threatening and rescue can be accomplished rapidly.
7. Check for:
 - a. Utility disruptions, i.e.; gas leaks, broken water main, downed powerlines...
 - b. Fires.
 - c. Hazmat spills or plumes.
 - d. Collapsed buildings.
 - e. Casualties; injuries vs. fatalities.
 - f. Damaged roadways.

Evacuation:

The IC determines when evacuation is necessary. Evacuation will begin if there is any damage to a specific housing unit or area containing staff and inmates. The Incident Commander is authorized to call-up additional staff in anticipation of evacuation.

If faced with life-threatening circumstances, an officer may initiate evacuation on individual initiative. Control should be notified immediately if such action is necessary.

Evacuation routes and refuge areas will be posted in each inmate area with instructions in both English and Spanish. Staff must be familiar with areas of refuge where inmates can be moved in the event of emergency situations requiring evacuation.

Medical Triage Area:

If the Medical Office at the facility is affected by the disaster, a secondary area must be established for the Medical Authority to triage any injured staff or inmate prior to transport to a Medical Facility.

A specific area designated for deceased inmates will be established in an area not adjacent to media and emergency crew rest areas.

Staging Area:

A staging area for responding vehicles will be established. The area must be accessible and requires a staff member remain present for ingress and egress of emergency vehicles. The staging area is restricted to emergency personnel only.

Media Staging:

The Sheriff's Public Relations Officer will designate a media staging center for the duration of the event. Only the Sheriff or his designated spokesperson will interact with the news media.

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Inmate Work Crews:

Sentenced and “Low Risk” pre-trial inmates may be used in some situations to fill and stack sand bags, dig trenches, remove debris and clear roadways in the event of a natural disaster. Inmate work crews will be outfitted with appropriate weather-protection gear and will only be used up to a maximum of 16 hours in a 24 hour period.

Escape Issues:

The possibility of escape is increased during any emergency. All employees must be aware of procedures for preventing escapes during evacuations.

The IC ensures that a sufficient number of security officers are posted on the perimeter during the emergency, especially when inmates are being evacuated from the housing units. The IC will activate a roving patrol as soon as possible.

Count:

When the involved area is cleared following the bomb threat, a count will be conducted. The count will not be cleared until all inmates and staff assigned to the involved areas are identified and located. When the count is clear, all personnel will return to their regularly assigned areas.

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Merced County Sheriff's Office

Corrections Division

Subject:	Power Failure Plan	Policy Number: 06.15
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division will implement procedures to ensure the rapid and effective response to Power Failures affecting our facilities in order to provide a reasonable degree of safety for inmates, visitors, and employees.

Types of Power Failures:

Power Failures most probable for Merced Corrections Facilities include;

1. Vehicle hits Power/Generator pole.
2. Lightning Strike.
3. Mechanical Failure.
4. Flood.

Back-Up Generator:

The Back-Up Generator should respond immediately upon a disruption in the power supply to correctional facilities. Not all lights, outlets and electrical equipment is synced to the ***back-up generator*** circuit.

Shift Sergeant/OIC Responsibilities:

During a Power Failure, the Shift Sergeant/OIC will:

1. Order Code 33.
2. Order Facility Lockdown.
3. Contact Public Works to make notifications.
4. Notify Command Staff.
5. May accept bookings once the facility is secured.

Control:

The control officer maintains the following:

1. Recording the timeline of events.
2. Announce Code 33, Emergency Radio Traffic Only.
3. Maintains telephone communications with Dispatch.

Correctional Officers:

1. Keeping themselves and inmates calm.
2. Following the OICs directions.
3. Maintaining security.

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Evacuation:

Evacuation is not likely in a Power Failure; however, officers may evacuate portions of a facility in the event the power failure affects the ability to secure a cell. The Incident Commander, (IC), will make the decision to evacuate a cell or cell-block. The Incident Lieutenant is authorized to call-up additional staff in anticipation of evacuation.

Evacuation routes and refuge areas will be posted in each inmate area. Staff must be familiar with areas of refuge where inmates can be moved in the event of emergency situations requiring evacuation.

Escape Issues:

The possibility of escape is increased during any emergency. All employees must be aware of procedures for preventing escapes during evacuations.

The IC ensures a sufficient number of security officers are posted on the perimeter during the emergency, especially when inmates are being evacuated from the housing units. The IC will activate a roving patrol as soon as possible.

Count:

When the involved area is cleared following the bomb threat, a count will be conducted. The count will not be cleared until all inmates and staff assigned to the involved areas are identified and located. When the count is clear, all personnel will return to their regularly assigned areas.

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Merced County Sheriff's Office

Corrections Division

Subject:	Death In Custody	Policy Number: 06.16
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 4-1-2017
Related Orders: California Government Code 12525; MSO Corrections Policies 06.17, 06.18; Title 15, Article 4, Section 1046		

POLICY: The Merced County Sheriff's Office Corrections Division ensures an immediate response to any In Custody Death, regardless of cause, to protect the integrity of the scene as well as the rights of the deceased.

PROCEDURE:

All incidents which are initiated with "Man Down" or unresponsive inmate will be handled as a crime scene (*See Merced Sheriff Corrections Policy Section 06.18 Crime Scene Preservation*). All Inmates will be secured, if possible, in another area within the facility or placed on their bunks with staff guarding the downed inmate and the Medical Authority on scene. Procedures for determining possible involved inmates will be followed (*See Merced Sheriff Corrections Policy Section 06.17 Assaults in Custody*).

When responding to a "Man Down" with an unresponsive inmate, the following procedures will be performed (some may be simultaneous):

1. The first responding corrections officer will assess the scene and determine the course of action, such as:
 - a. Check if inmate is conscious and/or breathing
 - b. Cutting/untying ligature from inmate's neck.
 - c. Look for obvious external injuries and/or signs of assault or self inflicted injuries.
 - d. Mentally record the color/pallor of the inmate's skin.
2. Immediately inform Control, Sergeant/OIC and the Medical Authority of a non-responsive inmate.
3. The Control Officer will begin to record the timeline of events.
4. Immediately secure the scene following Crime Scene Preservation Guidelines (*See Merced Sheriff Corrections Policy Section 06.18*).
5. The Medical Authority will begin Life Saving Protocol and may order correctional officers to assist in rescue breathing or Cardiopulmonary Resuscitation.

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6. The Control Officer will summon Emergency Medical Services (EMS) Code 3.
7. The Control Officer will initiate a CODE 33 and all visitors and non-Sheriff's Office personnel will be escorted out of the facility. An immediate Lock-Down of all inmate movement will be initiated.
8. The Sergeant/OIC will assign one Officer to meet, direct and allow access to EMS Responders.
9. If the incident indicates the probability or likelihood that a crime was committed and the inmate is not responding to life saving procedures, the Sergeant/OIC will begin notifications to Dispatch and the Sheriff's Administration immediately.
10. The Sergeant/OIC will assign a correctional officer to begin digitally photographing the crime scene and the inmate.
11. The Sergeant/OIC will assign a correctional officer to escort the EMS to the hospital and remain with the inmate until further notice.
12. The corrections officer responding to the hospital will keep the Sergeant/OIC informed of any changes to the inmate's status and will notify the Sergeant/OIC when a Medical Doctor pronounces the inmate deceased.
13. The Sergeant/OIC is responsible for completing the Incident Report and compiling any documentation regarding the deceased inmate.

Once Detectives or a Deputy arrives, corrections staff will assist in the investigation.

1. All photographs, video and Incident Reports will be given to the Detective/Deputy.
2. Suspects will be separated and kept away from water/cleaning sources until interviewed.
3. Any evidence, such as; clothing, weapons, notes... will be turned over to the investigating deputy.
4. The Crime Scene will remain unchanged until the detective/deputy clears the scene.

The Undersheriff will assign an Internal Affairs Review of the incident. The Investigation will consist of interviews of all involved staff and review all documentation, photos and video. Recommendations for training and Policy & Procedures will be forwarded to the Undersheriff.

Formal Death In Custody Reports – California Government Code 12525:

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1. This report must be completed by the Lieutenant within ten (10) days of the In Custody Death.
2. You must also attach a copy of a comprehensive incident report which describes the incidents leading to the death of the individual and a copy of the Coroner's Report.
3. If the cause of death is natural, you specify if it was due to AIDS, tuberculosis, or other communicable disease.
4. Once these documents are complete, they are to be forwarded to the Undersheriff and Sheriff for review and forwarding to the Attorney General, via the Department of Justice.

Copies of Formal Reports: - In addition to the original copy for the Department of Justice, copies of the crime report, any informational or supplemental reports and the coroner's report must be forwarded by the Merced County Sheriff's Office, to the following agencies:

1. The Coroner's Officer
2. The Chief of Police of the city in which the death occurred
3. Sheriff's Record

Administrative Review:

Death in Custody Reviews:

The facility administrator, in cooperation with the health administrator, shall ensure that there is a review of every in-custody death within 30 days. The review team shall include the facility administrator and/or the facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident. (*Refer to Title 15 Section, 1046: Death in Custody*)

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Merced County Sheriff's Office

Corrections Division

Subject:	Assaults In Custody	Policy Number: 06.17
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 06.18		

POLICY: The Merced County Sheriff's Office Corrections Division ensures an immediate response to any In Custody Assaults and to provide a safe environment for staff and inmates. A commitment to prosecute any In Custody Assault.

PROCEDURE:

All incidents which are initiated with "Man Down" will be handled as a crime scene (*See Section 06.18 Crime Scene Preservation*). All Inmates will be secured, if possible, in another area within the facility or placed on their bunks with staff guarding the downed inmate and the Medical Authority on scene. Procedures for determining possible involved inmates will be followed:

1. The first responding correctional officer will assess the scene and determine the course of action, such as:
 - a. Ordering all inmates to sit on their assigned bunks.
 - b. Call for back-up and inform the Sergeant/OIC and Control of an altercation.
 - c. Contact the Medical Authority and indicate we have an injured inmate (if the inmate is ambulatory, they may be escorted to the Medical Office).
 - d. Look for obvious external injuries and/or signs of assault.
 - e. Observe inmates and look for obvious signs of participation in an altercation.
 - f. Be aware of the possible presence of weapons.
2. If the officer witnesses the assault and it is a misdemeanor assault and battery (*PC 240-242*) the correctional officer will call Dispatch and request a Case Number. The officer will complete a Crime Report and Incident Report, attaching all photo evidence and forward the documents to the Classification Sergeant to present to the District Attorney.
3. The Sergeant/OIC will assign officers to escort the injured inmate; check dorm/cell inmates for signs indicating involvement in an altercation (out of breath, scratches, bleeding, marks/cuts on hands, blood splatter on clothing/shoes, assign officer to take photos of injured inmate/assailant/crime scene...).
4. The Control Officer will announce a CODE 33 and begin to record the timeline of events.

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5. All visitors and non-Sheriff's Department personnel will be escorted out of the facility. An immediate Lock-Down of all inmate movement will be initiated.
6. Immediately secure the scene following Crime Scene Preservation Guidelines (*See Crime Scene Preservation Section 06.18*).
7. The Medical Authority will follow their guidelines for treatment of injured inmate. EMS may be called for serious injuries requiring hospital treatment.
8. Separate suspects from the dorm/cell (if multiple suspects, separate from crime partner) and secure in location without water or cleaning agents.
9. The Sergeant/OIC will contact the Classification Unit to follow up on investigation.
10. The Sergeant/OIC will assign an officer for the hospital detail, if necessary.
11. If the incident indicates great bodily injury has occurred, the Sergeant/OIC will notify the S.R.T. Sergeant to investigate. The Sergeant/OIC will notify the Sheriff's Administration immediately.
12. The first responding correctional officer is responsible for the initial Incident Report.
13. The Classification Unit is responsible for completing an Incident Report and compiling any documentation regarding the assaulted inmate.

On Major assaults, which require hospitalization; once Detectives or a Deputy arrives, correctional staff will assist in the investigation.

1. All photographs, video and Incident Reports will be given to the Detective/Deputy.
2. Suspects will be separated and kept away from water/cleaning sources until interviewed.
3. Any evidence, such as; clothing, weapons, notes... will be turned over to the investigating deputy.
4. The Crime Scene will remain unchanged until the Detective/Deputy clears the scene.

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Merced County Sheriff's Office

Corrections Division

Subject:	Crime Scene Preservation	Policy Number: 06.18
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division ensures an immediate response to any incident within our facilities and establishes a crime scene to determine if a crime has occurred before returning to normal daily operations.

PROCEDURE:

All incidents which are initiated with "Man Down" or related events, will be handled as a crime scene. All Inmates will be immediately secured, if possible, and the facility will be on Lock-Down status until cleared by the Sergeant/OIC. Procedures for determining possible crime scene will be followed:

1. The first responding correctional officer will assess the scene and determine the course of action, such as:
 - a. Ordering all inmates to sit on their assigned bunks.
 - b. Call for back-up and inform the Sergeant/OIC and Control.
 - c. Look for evidence of a crime, such as; signs of assault, notes/kites...
 - d. Observe inmates and look for obvious signs of participation in an altercation.
 - e. Smoke or the scent of burnt wiring...
 - f. Suspicious behavior of inmate/s.
 - g. Missing bunk parts, holes in sheetrock/ceiling, or tampered electrical-plates...
2. Place all inmates on their bunk.
3. Determine if a crime has occurred. If no crime has occurred, declare the scene "clear" or CODE 4 and resume normal daily operations.
4. If elements of a crime are present, begin by separating suspects from the cell/dorm. Suspects should be kept separated from each other. If an assault is suspected, remove any clothing/evidence and secure in a labeled paper bag (stapling a booking sheet to the bag is sufficient). Evidence should be temporarily stored in a non-inmate accessible area.
5. The Sergeant/OIC will contact the Supervised Release Team (S.R.T.) and the Classification Unit and inform them of the incident.

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6. Separate all suspects involved from the dorm/cell (if multiple suspects, separate from crime partner) and secure in a location without water or cleaning agents.
7. The Sergeant/OIC will assign an officer for the hospital detail, if necessary.
8. If the incident indicates great bodily injury has occurred, the Sergeant/OIC will notify the S.R.T. Sergeant to investigate. The Sergeant/OIC will notify the Sheriff's Administration (Sergeant, Facility Lieutenant) immediately.
9. The first responding correctional officer is responsible for the initial Incident Report.
10. The Classification Unit is responsible for completing an Incident Report and compiling any documentation regarding the assaulted inmate.

Once Detectives or a Deputy arrives, correctional staff will assist in the investigation.

1. All photographs, video and Incident Reports will be given to the Detective/Deputy.
2. Suspects will be separated and kept away from water/cleaning sources until interviewed.
3. Any evidence, such as; clothing, weapons, notes... will be turned over to the investigating deputy.
4. The Crime Scene will remain unchanged until the Detective/Deputy clears the scene.

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Merced County Sheriff's Office

Corrections Division

Subject:	Civil Disturbances Outside of Jail	Policy Number: 06.19
Approved Date:		Approved By: Captain Sullivan
Issued Date:		Revision Date:
Related Orders: MSO Policy 358; 15 CCR 1012		

POLICY: It is the policy of Merced County Sheriff's Office Corrections Division to develop procedures for temporary housing in the event of mass arrests due to an outside civil disturbance.

PROCEDURE:

Upon being notified that jail space will be needed in response to a civil disturbance involving mass arrests, the on duty Sergeant/OIC will make major incident notification to Sheriff Administration, including the Facility Lieutenant (Merced County Sheriff Policy 358).

The size of the event may also require a lockdown, suspension of any programs that are not critical to facility operations, and/or implementation of alternate staffing plans. To accommodate the influx of inmates, the shift Sergeant/OIC shall develop a housing plan that will not adversely affect the safety and security of the facility. Program spaces, such as exercise yards, classrooms and dayrooms, may be used to temporarily house a limited number of additional inmates.

In the event either facility can no longer accept additional inmates without compromising the safety and security of the facilities, mutual aid may be requested from allied counties. Title 15 CCR standards may be temporarily suspended. The Facility manager shall notify the California Board of State and Community Corrections (BSCC) in writing in the event such a suspension lasts longer than three days. Suspensions lasting longer than 15 days require approval of the chairperson of the BSCC (15 CCR 1012).

This policy does not create any individual rights or causes of action by inmates or other third parties.

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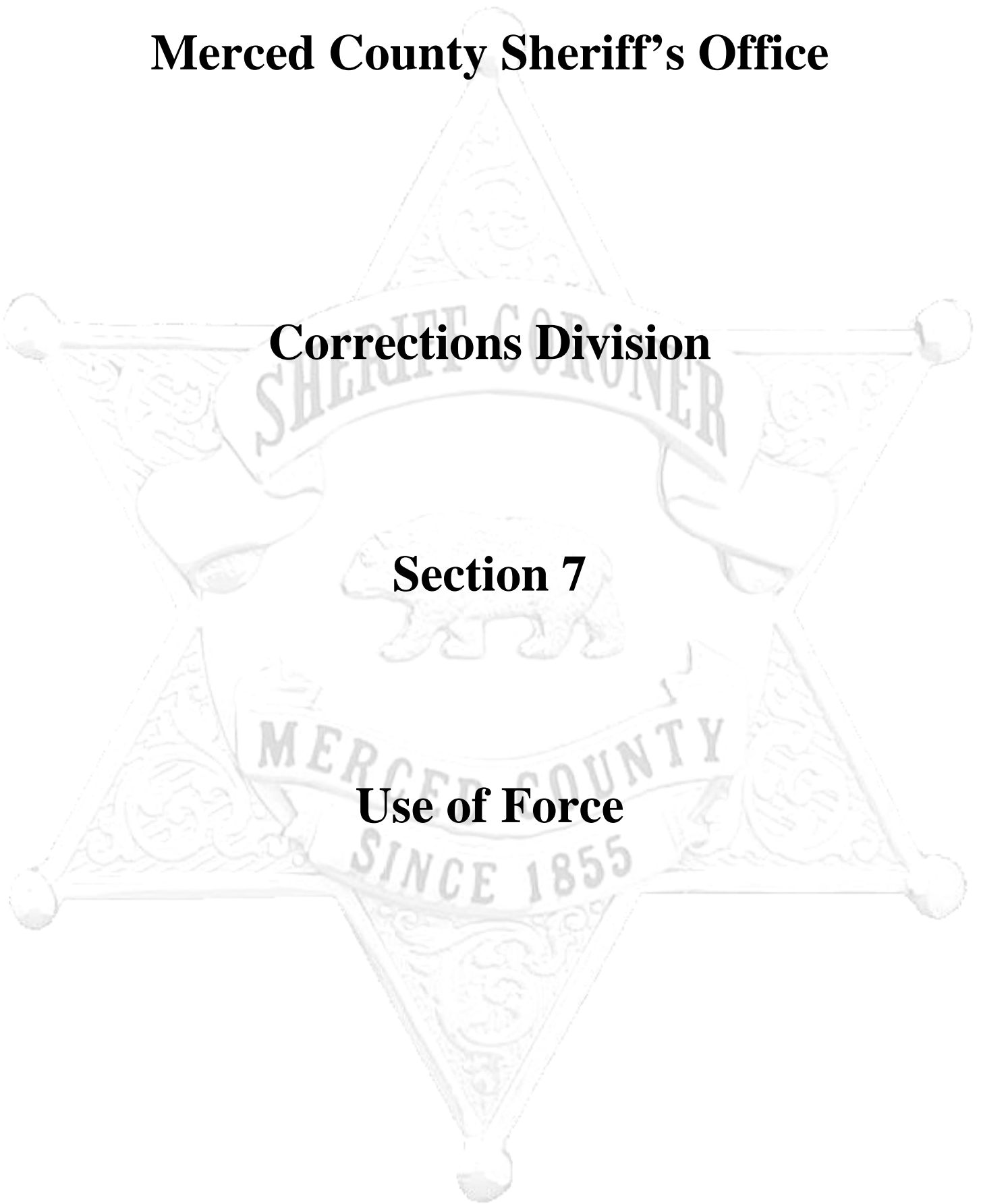
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Merced County Sheriff's Office

Corrections Division

Section 7

Use of Force



Merced County Sheriff's Office

Corrections Division

Subject:	Use of Force & Deadly Force (Response to Resistance)	Policy Number: 07.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Policy 300.1, 300.2.1, 300.2.2, 300.2.3, 300.2.4, 300.2.5, 300.3, 308.2, 308.4, 308.5, 309.1 312.1; MSO Corrections Policy 02.05, 03.05, 07.07; Penal Code 196, 831.5(f), 835a; 15 CCR 1046, 1058		

POLICY: Protecting human life is the most important mission of the Merced County Sheriff's Office, Corrections Division. Bringing detainees and inmates into immediate compliance is less important than protecting human life, including the protection of the officer's own life.

Corrections officers maintain a constant state of readiness and ability to act in instances where, in *their perception*, the *use of force* or *deadly force* is appropriate. By maintaining readiness and ability, officers reduce the likelihood of opposition and of the actual need for a forceful response of any kind. While *officer discretion* is critical, the need for accountability and control of officer activities is necessary to limit abuses of authority. Corrections Officers use only the amount of force necessary to bring inmates into compliance, protect life, and protect the integrity of the facility. The amount of force used by Corrections Officers must be reasonable when confronting resistance in the performance of their duties. (*MCSO Policy 300.1, 300.2.2 & PC 835a*)

DEFINITIONS:

- **Authorized weapon** – A weapon approved by the agency and sanctioned for use by its administrators. Each officer must complete an STC certified training course and demonstrate proficiency with the weapon type, in accordance with agency guidelines.
- **Weapons of availability** – Situations may occur when an officer has been disarmed or is unable to deploy their agency issued primary or intermediate weapons. The officer might have access to a *weapon of opportunity*, including but not limited to their radio, flashlight, keys, handcuffs, or any object that could be used as a weapon in the defense of themselves or others.
- **Side-handle baton, Straight baton or expandable baton** - Any impact weapon capable of inflicting bodily injury by striking with a portion of the weapon. Only batons authorized by the agency are carried or used. Carrying or use of *saps, billy clubs, slapjacks* or any *unauthorized weapon* is strictly prohibited.
(*See MCSO Policy 308.2*)

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- ***Oleoresin Capsicum (O.C. Pepperspray)*** – A water-based weapon capable of temporarily incapacitating a person through the controlled release of a non-chemical irritant or agent. Carrying or use of oil-based pepper-spray is strictly prohibited. Only department issued oleoresin capsicum spray is authorized. (See MCSO Policy 308.4)
- ***Pepper Ball Launcher*** – A Less Lethal weapon that uses compressed air to launch a ball shaped projectile Launchers include semi-automatic and fully automatic. (See MCSO Policy 308.4.3)
- ***Certification with weapon*** - Officer has attended a POST or STC approved course and demonstrates proficiency with a particular weapon, and has been tested in its safe care and use. The officer is thereby authorized to carry and use this weapon in the performance of their official duties. Without such certification, the officer shall not carry or deploy the weapon.
- ***Deadly force*** - An action, with or without the use of a weapon, intended to cause death or serious bodily injury; or, the use of any object in a manner intended to cause death or serious bodily injury. Deadly Force will only be used when an exigent circumstance exists, where a subject displays behavior, which may cause serious bodily injury or death to another. (MCSO Policy 300.3)
- ***Taser*** – The TASER X26 and X2 Electronic Control Device (ECD) uses a replaceable cartridge containing compressed nitrogen to deploy two probes that are attached to the TASER by insulated conductive wires with a maximum length of 35 feet (10.6 meters). The TASER transmits electrical pulses through the wires and into the body affecting the sensory and motor functions of the peripheral nervous system. (See MCSO Policy 309.1)
- ***Firearm*** - Any device designated, made, or adapted to expel a projectile through a barrel by using energy generated by rapidly expanding gases or any device readily convertible to that use; including all handguns, rifles, and shotguns. (See MCSO Policy 312.1)
- ***Less Lethal Firearm*** – A designated shotgun or 37/40mm firearm which deploys a less lethal projectile. (See MCSO Policy 308.5)
- ***Force*** – Any effort toward detention or control. (MCSO Policy 300.2.1)
- ***Non-deadly force, or less-lethal force*** - Actions not calculated under the circumstances to cause death or serious bodily injury. (MCSO Policy 300.2.3)
- ***Knife*** - An edged/un-edged or pointed weapon designed to inflict serious bodily injury or death by stabbing, cutting, slicing, puncturing, whether legal or illegal, and including swords, daggers, axes, hatchets, etc.

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- **Rescue Knife** – A safety device designed to cut through rope or nylon. The blade is designed to prevent its use as a stabbing/slashing weapon.
- **Carotid neck restraint** - A method or manner of restraining or controlling a person by applying pressure to the carotid plates of the neck reducing oxygenated blood flow to the brain, inducing a temporary unconscious state. The technique involves the initial restraint of a person through contact and control methods that may ultimately be used to incapacitate the person when the person resists or refuses to submit to lesser levels of control. (*MCSO Policy 300.2.5*)
- **Less lethal or intermediate weapons** - Procedures or weapons, employed to provide *force*, but usually *less likely to cause death or serious bodily injury*. Trained officers shall know that any force, especially when applied under dangerous, tense, uncertain, and rapidly evolving situations, may cause harm, serious bodily harm, or death, despite the best intentions of the officer. (*See MCSO Policy 308.5*)
- **Physical strength, defensive tactics and skill** - Any physical actions, without weapons, by one or more officers (e.g., holding, restraining, pushing, and pulling) which may include special skills (e.g., boxing, karate, and judo). They include techniques designed to be employed with subjects who display assaultive behavior, designed to gain control of subjects and protect individuals and other officers from harm. (*See Pain Compliance Techniques, MCSO Policy 300.2.4.*)
- **Personal Body Weapons** – Any body part used to gain or re-gain control, or to further deter non-compliance or resistance.
- **Compliant Behavior** – Behavior by a subject that is cooperative and responsive to lawful commands.
- **Passive Resistant** – Behavior by a subject that is non-compliant to lawful commands, but is not physically aggressive or assaultive.
- **Active Resistant** – Behavior by a subject that is non-compliant and that involves the use of physical effort or mechanical assistance to achieve or maintain non-compliance with lawful commands.
- **Assaultive Behavior** – Behavior by a subject that is non-compliant and involves overt physical effort to harm an individual or officer. Based on the scope and severity of the assaultive behavior, it may support a reasonable assumption that injury or bodily harm could result.

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Corrections Division Policies and Procedures, 07.01 Use of Force & Deadly Force
[Response to Resistance]

- **Assailant Behavior** – Behavior by a subject that is non-compliant and involves overt physical effort to harm an individual or officer. Based on the scope and severity of the assaultive behavior, it may support a reasonable assumption that death or serious bodily harm could result (e.g.; life threatening).
- **Officer Perception** – The assessment made by a reasonable officer in any situation, which will effect their decision to resolve a conflict.
- **Probable cause** - Sufficient reason, based upon known facts, to believe a crime has been committed or that certain property is connected with a crime. Probable cause must exist for a law enforcement officer to make an arrest without a warrant, search without a warrant, or seize property in the belief the items were evidence of a crime. *Probable cause* is often subjective, but if the police officer's belief or even hunch was correct, finding stolen goods, the hidden weapon, or drugs may be claimed as self-fulfilling proof of probable cause. Technically, probable cause has to exist prior to arrest, search, or seizure.
- **Serious bodily injury** - Harm that creates substantial risk of death, serious permanent disfigurement, or loss or impairment of any body function or organ.

PROCEDURE:

Officers involved in responding to resistance are trained, tested, demonstrate proficiency, and re-qualify to carry authorized weapons such as firearms, batons, shields, restraints, restraint devices, chemical agents, electrical devices and other protective equipment. Only under exigent circumstance may officers that are not *certified* with specific weapons or restraint systems be allowed to employ those systems or weapons. Equipment necessary to respond to resistance is stored and controlled in the armory and S.E.R.T. locker in accordance with *MCSO Corrections Policy 07.07*.

In order to restrict abuse of inmates and unnecessary injuries to both staff and inmates, our procedures regulate response to resistance; describe conditions under which resistance, force, or deadly force may be used; and emphasizes a reasonable officer's assessment of the need for application of a particular level of response. Corrections Officers are often forced to make split-second decisions in circumstances that are tense, uncertain and rapidly evolving about the amount of force that is necessary in a particular situation.

(PC 831.5(f))

Prohibited Devices:

In responding to resistance, only approved equipment is used. *Slappers, blackjacks, or lead-filled gloves* will not be purchased, issued, or used in the Merced County Corrections Facilities. Firearms, ammunition and knives (other than safety/escape knives) are not permitted in Merced County Corrections Facilities, except in extreme emergencies. Multi-tools are not authorized for Corrections Officers, except for S.E.R.T. members while in performance of S.E.R.T. operations. The Corrections Lieutenants specify the locations regarding restrictions on taking firearms into the secure portion of

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the facility.

Safety Equipment and Control Devices:

On duty corrections officers shall wear all issued safety equipment and control devices after receiving department approved training. On duty corrections officers shall carry on their person, a canister of oleoresin capsicum (MK-4 or MK-9), a department authorized impact weapon and a Taser CEW.

On duty corrections officers will refer to policies specific to any safety equipment or control device regarding the wear of that item on the “strong/on side” or “weak/off side.”

Response to Resistance:

Response to resistance is controlled by the basic elements of a reasonable Corrections Officer’s perception and a reasonable Corrections Officer’s response.

Corrections officer’s general perception and corresponding force options are:

Level 1 – (Compliant Behavior) The inmate is perceived by the officer to be *compliant*. The appropriate level of response is *verbal controls*, including *officer presence, hand signals, verbal commands and instructions*.

Level 2 – (Passive Resistant) The inmate is perceived by the officer to be *passively resistant*. The most appropriate level of response is “*hands on*” controls, including *strong or forceful control holds, physical movement of the inmate, forced removal from his cell or area*, etc.

Level 3 – (Active Resistant) The inmate is perceived by the officer to be *active resistant*. The appropriate response is *compliance techniques*. This is the threshold for any reasonable jail officer to consider this inmate to be a dangerous threat to himself, the officer and other inmates. Compliance techniques may include *all reasonable* means to bring the *inmate into compliance as soon as reasonably possible*. These techniques may include *use of chemical weapons, use of an electrical control device, use of restraints, forced escort, control holds, hard physical techniques, or using other forms of physical force*, etc. Once inmates are perceived as *active resistant, assaultive or an assailant*, officers should maintain control until the subject is fully secured in an isolated cell. Necessary restraints will be placed on all actively or potentially resistant subjects until placed in a controlled environment.

Level 4 – (Assaultive: Threat to Bodily Harm) The inmate is perceived by the officer to be *assaultive (a threat to bodily harm)*. The appropriate level of response is *immediate defensive tactics*. The original assaultive behavior may have been directed at a fellow inmate, another victim, or the officer. *Defensive tactics* may include *impact weapons, use of personal weapons, or any other reasonable means available* and at hand to stop the aggression, defend against attack, and bring the inmate into compliance. It is understood that reasonable

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officers, while employing defensive tactics, may cause injury, serious injury, and in some isolated instances, death without intending such consequences.

Level 5 – (Assailant: Threat to Serious Bodily Harm or Death) The inmate is perceived by the officer to be an *assailant (serious bodily harm or death, or attempting violent based escape)*. In some situations, while engaged with an assailant, a reasonable officer may be required to use deadly force. Deadly force may include firearms, or any other means immediately available to the officer(s) that a reasonable officer in the same circumstance would consider as potentially causing death or serious bodily injury. (PC 196)

Only when a reasonable expectation exists that an inmate's escape shall place others in imminent risk of death or serious bodily injury, deadly force may be used to protect the public. For example; using deadly force to stop an inmate from escaping who has made threats of death or great bodily harm against witnesses in their case.

It is important to remember that almost all incidents faced by Corrections Officers are not scripted, easy to understand, or predictable as to the outcome.

Application of Use of Force and Deadly Force:

Officers use their best effort to determine the level of threat and apply the corresponding response. Time permitting, officers must observe and collect information when evaluating an inmate's actions and perceived level of threat. If there is reasonable doubt and time permits, seek assistance before acting. Justification for the use of force and deadly force must be limited to what is *known or reasonably perceived* by the officer at the time of the incident. Facts unknown at the time force is used should not be considered later to determine whether the force was justified. (PC 196)

Before using any force against an inmate, *time permitting*, officers must:

1. Call for back-up to assist in controlling the inmate;
2. State their intentions to use force or deadly force;
3. State the reason for the use of force or deadly force;
4. Order the inmate to submit to instructions and require signs of compliance (such as; "get on the ground"), before using force or deadly force.

The amount and degree of force officers may use to achieve an objective takes into consideration the following possible issues, if time and circumstances allow:

1. Nature and seriousness of the original offense being committed by inmate;
2. Nature and seriousness of the risk of injury to the officers or others;
3. Age, physical/mental condition, and behavior of the inmate;
4. Physical conditions (e.g., visibility) at the scene;
5. Feasibility and availability of alternative actions;
6. Opportunity and actual ability of the inmate to injure the officer, them self, or others;

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Corrections Division Policies and Procedures, 07.01 Use of Force & Deadly Force [Response to Resistance]

7. Disruptive nature of the inmate's non-compliance and the potential influence it might have on other inmates.

Before officers use *force* (but not *deadly force*) for protecting an inmate from self-inflicted bodily injury (suicide attempt), or from uncontrollable circumstances, the officer is to consider other available alternatives to protect that inmate from harm.

Officers may use weapons of opportunity, or use weapons in an unorthodox manner if exigent circumstances make it necessary to protect human life and prevent serious injury.

Officers may draw and ready any authorized weapon only when they reasonably anticipate that they may have to use such weapon(s). This does not require officers to use the weapon(s).

Corrections Officers have no obligation to *retreat* or *back down* before resorting to *use of force*, including *deadly force*. Officers may consider retreat or withdrawal where delay could make a more peaceable resolution, if such tactics would not increase risk to them, other officers, or cause loss of control over other inmates. In some cases, an increased show of force may reduce the amount of force necessary to accomplish the officer's objective. Corrections Officers make decisions in such matter using the reasonable officer standard. In other words, *what would another reasonable officer, under the same or similar circumstances do in this situation?* (PC 835a)

Firearms are only used in situations where there is danger of death or grievous bodily harm. However, firearms must not be discharged if less extreme measures will suffice, except in escape situations. An officer may fire under the following circumstances:

1. At an inmate or other person whom the officer has seen kill or seriously injure another person, and who refuses to halt when ordered;
2. At an escaping inmate (who is a threat to the public), if the escape is actually in progress, and cannot be reasonably prevented in a less violent manner;
3. At an inmate or other person carrying a weapon or attempting to obtain a weapon by force, if the officer has reason to believe the individual intends to cause death or serious injury.

Verbal warnings are given prior to the use of firearms, *if reasonably possible*. Staff members who are fired upon by an inmate or non-inmate may return fire immediately. Officers using deadly force employ reasonable caution when in the proximity of civilians, or when a fired shot may carry into an inhabited area. Only staff that is weapons-qualified is authorized to use firearms in the course of their duties.

Batons/Impact Weapons:

Corrections Officers must receive department approved STC/POST certified training; specific to any impact weapon carried while on duty. Perishable skills training with impact weapons should be conducted as frequently as possible. All corrections officers will be issued a standard mid range straight baton, grommet and ring carrier following completion of department certified

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Corrections Division Policies and Procedures, 07.01 Use of Force & Deadly Force [Response to Resistance]

impact weapons training. Corrections Officers utilize a standard carrier for the vest or duty belt to carry their impact weapon while on duty. The following impact weapons are approved for carry by corrections officers:

1. Mid range Straight Baton
 - a. Wood design
 - b. Diamondwood
2. Side-handled Baton (expandable or straight design)
 - a. Manadnock PR-24 design
 - b. Wood design
 - c. Polycarbonate design
3. Telescopic Baton
 - a. Rapid Containment Baton
 - b. ASP
 - c. Manadnock Auto-lock

When it is appropriate to apply force, and direct contact alone is inadequate, additional force may be employed. Batons may be used to separate fighting inmates, or to quell other types of violence. Officers should make reasonable efforts to *avoid* the following:

1. Avoid deliberately striking the *face, head, neck, collarbone, spine, kidney area, solar plexus, knees, or elbows, internal organs*, unless exigent circumstances are present.
2. The baton may be used as a *mechanical control device* if the officer has been STC certified in those techniques.

Restraints:

The use of restraint equipment is intended to prevent escape, assault, or the commission of some other offense by violent or disruptive inmates; to protect staff, inmates and property; and under circumstances approved by the Corrections Lieutenants. Restraints are never used as a means of punishment. Restraints should restrict movement of an inmate only to the degree necessary to avoid injurious behavior. Inmates shall not be restrained in a position or manner that would exacerbate any physical infirmities.

Leg Restraints/Belly-chains will not be placed on pregnant females. Handcuffs will be used when transporting pregnant female prisoners.

Inmates shall be placed in restraints only with the approval of the Sergeant, the Facility Lieutenant or the Medical Authority. Continued retention in restraints shall be reviewed a minimum of every two hours. A medical opinion on placement and

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Corrections Division Policies and Procedures, 07.01 Use of Force & Deadly Force [Response to Resistance]

retention shall be secured as soon as possible, but no later than four hours from the time of placement. The inmate shall be medically cleared for continued retention at least every six hours thereafter. A mental health consultation shall be secured as soon as possible, but in no case longer than eight hours from the time of placement, to assess the need for mental health treatment.

Direct visual observation shall be conducted at least twice every thirty minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the inmate. Such observation shall be documented by the officer performing the observation. While in restraint devices all inmates shall be housed alone or in a specified housing area for restrained inmates, which makes provision to protect the inmate from abuse. In no case shall restraints be used for discipline, or as a substitute for treatment.

The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain inmates for security reasons. (*See Title 15 Section 1058*).

Restraints are removed from an inmate at the earliest possible time, usually when the inmate no longer exhibits behavior-necessitating restraint. Only in documented exigent circumstances may an inmate be kept in restraints longer than twenty-four (24) hours. Once the restraints are removed from an inmate, it may become necessary to reapply the restraints if the inmate violently acts out. The *Restraint Chair* or *Safety Cell* may be used in lieu of metal restraints. In such cases, the Medical Authority will be notified.

Documentation of use of restraints includes, but is not limited to the following:

1. Events leading up to the need for restraints;
2. Authorization of the use of restraints;
3. Time restraints were applied;
4. Justification for their restraint use;
5. Observations of the inmate's behavior and condition;
6. Food and/or fluids;
7. Documented Health and Safety Checks at least four (4) times an hour, with at least 10 minutes between each check;
8. Medical Authority reviews (initial check 4 hours / every 6 hours thereafter);
9. Retention reviews (every two hours);
10. Exercise limbs, and offer fluids (every two hours);
11. Time restraints are removed;
12. Medical clearance;
13. All video recordings.

Inmates on lock-down status or two officer policies may be restrained when moved out of their cells for any purpose. For inmates in general population areas, the use of restraints to control behavior is authorized during transport, medical appointments, or court hearings and may be used if the inmate's behavior is cause for heightened security. Inmates may be restrained during S.E.R.T. actions. Use of restraints for inmates under escort outside the facility is also discussed in *MCSO Corrections Policy*

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03.05 Use of Restraints.

Inmates in partial restraints (e.g.; walkers, crutches, casts...) will be kept separate from fully restrained inmates.

Restraints - Restraint Chair:

An inmate may be in a *Restraint chair* with the approval of a Sergeant when that inmate's conduct is violent and dangerous to themselves or others when unrestrained, or the inmate poses a serious risk to the safety and security of the facility.

When the *Restraint chair* is used, the chair is placed in plain view, restraints are checked *at least four (4) times every hour*, to include an assessment of the security of the restraints and the circulation to the extremities. An offer of fluids and extremities must be exercised once every two hours. A review of retention must be completed every two hours. If the behavior remains combative, the inmate will remain in the chair, and the observation resumed. No person may be kept in the chair over *two (2) hours* without review and approval of the shift supervisor.

Taser:

A Taser may be used to subdue inmates in situations requiring protection of staff, citizens, or other inmates from imminent threat of harm. Taser is not to be used on passive resistant inmates. This option is usually a safe and effective method of control, and is *less lethal force*. After a *Taser* is used on an inmate, the medical authority will be contacted to medically clear the inmate.

Follow-up:

All Inmates subjected to resistance and/or control techniques, will be inspected for injuries, and provided treatment after the scene has been secured. In instances where injuries have been sustained, immediate medical attention is provided to inmates and staff. If chemical agents have been used the inmate is given the opportunity to decontaminate.

In incidents where serious bodily injury or death occurs through the application of deadly force, officers secure the scene, call for medical assistance, and notify their direct supervisor, in that order. The supervisor takes charge of the scene along with any investigation concerning the incident and report the incident immediately to the Sheriff's Dispatch and Corrections Lieutenant.

All officers assist in every way possible with the investigation of incidents involving the use of deadly force. Reports required by this policy receive executive review in an effort to:

1. Protect the integrity of the facts and the evidence.
2. Ensure that the officer's use of deadly force complied with state and federal laws, and department policy.
3. Determine if the officer's use of deadly force indicates a need for special counseling, or disciplinary action.
4. Determine staff training.

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5. Officers involved in a Use of Deadly Force incident will be relieved of duty until an administrative review has been completed.

Reporting Requirements:

Each officer who witnessed the incident or responded to the scene completes a written report. Witness reports are completed no later than the conclusion of the shift in which the incident occurred [See: MCSO Corrections Policy 02.05 *Reporting of Incidents*] also [See *MCSO Policy 300.4*].

Each officer who used force will write an incident report outlining the use of force and complete the Use of Force Report Form. The officer will forward the Incident Report and Use of Force Report to their immediate supervisor. The supervisor will complete the Supervisor's Use Of Force Review Form and check the reports for completeness, error correction, consistency. The Use of Force Report and Review will be forwarded, along with any video/photo documentation, to the Administrative Sergeant for archiving.

Officer(s) who actually used or employed deadly force are to be relieved of duty. At the time the officers are relieved of duty the weapon(s) used in the incident is collected and tagged as possible evidence. The Corrections Lieutenant or shift supervisor at the scene instructs the officer(s) who used deadly force to:

1. Refrain from making any statements to the news media, other officers, or supervisors.
2. Refrain from discussing the matter between officers or witnesses (if more than one officer).
3. Refrain from completing any reports or statements until requested by the Sheriff or their designee.

Investigators debrief the officer and advise the Sheriff of their findings. Thereafter the officer(s) is transported home. Upon return to duty, the officer(s) involved in the deadly force incident complete their report and make all required statements. The officer(s) provide all required information first hand *perception of events* at the time, and the *corresponding force options used*.

All reports completed by the officers using force, other officers or witnesses include the following:

1. A description of the events leading to the use of force or deadly force;
2. Original incident that precipitated the actions of the officer;
3. Accurate description of the incident and reasons for employing force;
4. Description of the weapon or device used and the manner in which it was used;
5. Description of any injuries suffered, and the treatment given or received;
6. List of all participants and witnesses to the incident;
7. Copy of all incident reports compiled as a result of the incident;&
8. All video/photo documentation relating to the incident.

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Corrections Division Policies and Procedures, 07.01 Use of Force & Deadly Force [Response to Resistance]

The Corrections Lieutenants formalize criteria for reporting incidents. Reports of all injuries require the completion of Worker's Compensation forms.

Use of Force Supervisor Review: All Use of Force Incidents will be reviewed by a facility Sergeant.

Procedure:

1. Review Use of Force Report and Incident Report with the Correctional Officer;
2. Correct any errors, misspellings, grammar...on both reports;
3. Do not approve incident report until the review is completed;
4. Follow-up with the Medical Authority and verify treatment or refusal;
5. Compile digital images. If the officer did not take photos, have them taken immediately;
6. Download video. If there is no video, document why, i.e.: camera not functioning;
7. Contact the SRT Sergeant if charges are to be filed;
8. Copies of all applicable forms will be forwarded to Investigations;
9. The Use of Force Report packet will be forwarded to the Lieutenant for review;
10. Upon receipt of the Use of Force Report packet from the Lieutenant, the Incident Report may be approved;
11. The reviewing supervisor will scan the Use of Force packet and attach it to the Incident Report in NWS;
12. All pictures/videos will be imported to the documents section of the Incident Report.

Allegations Against Staff:

The Sheriff's Administration investigates allegations of improper response to resistance, after notifying the Corrections Lieutenants. In cases where possible criminal acts are involved, the appropriate law enforcement agency will be notified.

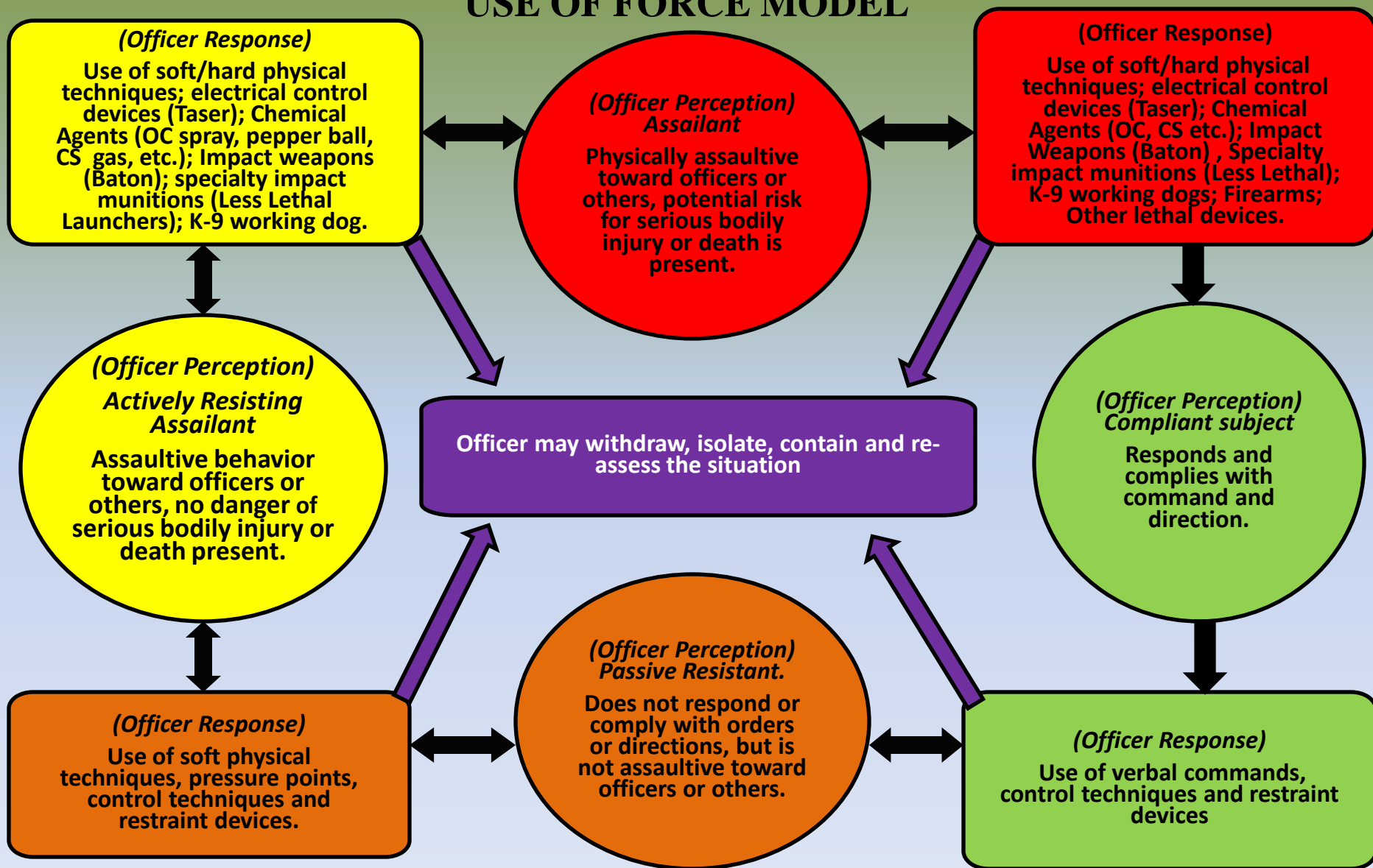
An administrative review with the health administrator will be conducted. (*Refer to Title 15; Section 1046*)

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MERCED COUNTY SHERIFF'S OFFICE / CORRECTIONS DIVISION

USE OF FORCE MODEL



All correctional officers are trained in the constitutional limits pertaining to use of force. (42 U.S. Code 1983); (909 F. 2d. 324 9th Cir. 1990). Correctional Officers use only the amount of force reasonable and necessary to gain compliance in use of force situations. (PC 835a)

Merced County Sheriff's Office

Corrections Division

Subject:	Oleoresin Capsicum	Policy Number: 07.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 07.01; MSO Policy 308.4		

POLICY: Oleoresin Capsicum (OC) is authorized for use as a less lethal or intermediate weapon force alternative, when officers use this force consistent with their training and decontamination procedures.

DEFINITIONS:

- **Oleoresin Capsicum - OC Pepperspray** is a water based lachrymatory agent (a compound that irritates the eyes to cause tears, pain, and even temporary vision impairment) that is used in riot control, crowd control, and personal self-defense. It is a non-lethal agent less likely to cause serious injury. The active ingredient in pepper spray is capsaicin, which is a compound derived from the fats, oils and waxes of the pepper plant. Oil based oleoresin capsicum is not authorized for carry or use in Merced County Corrections Facilities. Oil based OC irritants are flammable and present a risk to staff and inmates.
- ***Less lethal or intermediate weapons*** - Procedures or weapons, employed to provide force, but usually *less than deadly force*. *Less lethal* is sometimes referred to as *non-deadly force*. Regardless of the name, officers know that any force, especially when applied under dangerous, tense, uncertain, and rapidly evolving situations, may cause harm, serious bodily harm, or death, despite the best intentions of the officer.

PROCEDURES:

Merced County Sheriff's Office Corrections Officers are authorized to carry and deploy agency approved water based Oleoresin Capsicum. However, before such use, officers are required to complete a training course approved by the State of California Board of State and Community Corrections, Standards and Training in Corrections (STC). OC is a **Level 3** or higher force option, and requires an officer threat perception equal to or higher than ***Passive Resistant***.

Use of chemical agents as with other force options is in compliance with *Merced County Sheriff's Office Use of Force Policy 308.4*. For more information see policy *07.01_Use of Force & Deadly Force (Response to Resistance)*.

Application of OC is authorized to gain compliance with officer instructions, prevent escape from custody, defend one's self, defend others from the use of physical force, terminate

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dangerous, unhealthy, or unruly behavior, or to restore institutional integrity in the detention facility.

The following guidelines apply to the carrying and use of OC agents.

Training Requirements:

The following training requirements apply to all Corrections Officers authorized to carry and dispense chemical agents:

1. OC Pepperspray is only authorized for carrying and use by officers of Merced County Corrections Facilities who have successfully completed an STC approved course of instruction. Each course consists of *limits on use and application, decontamination procedures, liability, use of force*, and an individual *experience of the effects of OC*.
2. Officers authorized to carry and use OC agents must attend Department Approved Use of Force updates in order to maintain qualification.

Using OC:

1. The OC canister should be carried on the officer's duty belt or stab vest carrier, *visible*, as a *deterrent* to inmates. Qualified officers will carry OC Pepperspray with them when working in areas populated by inmates.
2. When reasonable efforts have failed to calm a person who is acting violently and presenting a danger to himself or others, or is non-compliant a stream of OC may be dispensed at the person.
3. OC agents are normally discharged from a distance recommended by the manufacturer (minimum 3 feet) of the dispensing device.
4. Before dispersing OC, the officer gives a clear command, warning other officers, to clear the inmate before the agent is dispersed, leaving those officers unaffected by the agent. Likewise, if time reasonably permits a warning can be given to the inmate before dispensing OC.
5. Officers should give the agent a few seconds to show signs of effectiveness prior to going hands on and avoid contamination. If the desired effects do not present themselves, another application may be required. Officers should be prepared to use alternative methods to gain control if the OC is not effective.
6. Inmates exposed to OC are handcuffed after exposure, prior to decontamination and medical clearance. Handcuffs should not be removed if signs of aggressiveness persist. (See *Use of Force Response to Resistance 07.01*).
7. Instances of allergic reactions to OC are rare; however immediate medical response is required if any signs of an allergic reaction are present. Indicators of an allergic response may include but are not limited to the following: itching, hives, difficulty in swallowing, swelling; particularly around the eyes, lips and nose.

Decontamination:

1. Sprayed inmates are assisted in decontamination, as soon after the scene is secured as is reasonably possible.

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2. Flushing with water is recommended. This can be accomplished in several ways to include shower spray, spray bottle, low pressure hoses, pouring of water, etc.
3. Officers should minimize physical contact with the contaminated inmate to avoid spreading of the irritant beyond the intended recipient.
4. No officer applies, or permits others to apply, oil or grease medications such as butter, cold cream, lanolin, Vaseline®, lotion, or salves, which could trap the irritant to the skin and cause blistering.
5. Exposed areas should not be bandaged, but exposed to fresh air for evaporation.
6. Any transport vehicle interior exposed to OC agents must be thoroughly decontaminated before being returned to normal service.
7. Any cell or area contaminated by OC agents will be decontaminated prior to use.
8. Any inmate exposed to OC agents will receive medical attention. The inmate will be escorted to the Medical Authority for treatment or, if the inmate is non-ambulatory, the on duty nurse will treat the inmate in their secure housing area.
9. All decontamination procedures will be outlined in the Incident Report.

Reporting Procedures:

Officers utilizing OC devices must prepare an Incident Report and a Use of Force Report, which describes the actions of the subject, use of the irritant, decontamination process, and medical clearance. The Incident Report should include;

1. Actions of subject prior to exposure / justification for use of OC;
2. Location, date and time of exposure;
3. Timeline of events;
4. Any injuries observed;
5. Effectiveness / In-effectiveness of OC;
6. Outline decontamination procedures;
7. Medical clearance;
8. Photographs of affected areas on subject;
9. Video documentation of incident;
10. Transport / housing of subject;

Supervisor Review:

Supervisors will review Incident Reports and Use of Reports in accordance with *Use of Force Review 07.01C*.

Care of O/C Spray:

OC spray has an expiration date usually stamped on the bottom of the canister. Officers are required to check the expiration date on a monthly basis. An expiration date that is within 30 days should be returned to the Equipment Sergeant for replacement.

OC spray should not be stored in a vehicle and should not be exposed to extreme temperatures (hot or cold) for extended periods of time. Report any leakage of OC from the dispensing

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canister. The canister will be secured in a sealed plastic container and returned to the Equipment Sergeant for disposal and replacement.

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Merced County Sheriff's Office

Corrections Division

Subject:	Use of Firearms	Policy Number: 07.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Policy 312, Penal Code 832		

POLICY: The Merced County Sheriff's Office Corrections Officers are required to be armed when transporting prisoners or are assigned tasks outside the facility and must be properly trained and certified in the use of the firearm assigned. (*See MCSO Policy 312*)

DEFINITIONS:

- **Demonstration of Proficiency** - The officer demonstrates to the satisfaction of the instructor the successful ability to carry out or accomplish the learning objective in the time and manner prescribed. In firearms training, a proficiency demonstration is not limited to just a score on a target. The shooter must be able to repeatedly perform the task safely and efficiently in the time and under the conditions imposed to the satisfaction of the instructor.
- **Cold Range** - Firing range where all weapons and magazines, are unloaded at all times, except on the verbal command of a Rangemaster, firearms instructor, or safety officer. There are no exceptions. This is a very effective method of control for basic shooters, and prior to commencement of any live fire exercise.
- **Hot Range** - Firing range where weapons and magazines are loaded at all times. This method of control requires more instructor control and officer skill. Hot range operations are most effective in teaching tactical, maneuver, and gun advanced handling techniques.

PROCEDURES:

The Rangemaster Sergeant is the supervisor of the Firearms Unit. The Rangemaster Sergeant will be a POST/STC certified Firearms Instructor and will serve as the primary range master.

All Firearms Instructors will be POST/STC certified.

Officer's Responsibilities:

1. In a reasonable, safe and professional manner at all times
2. Is responsible for checking the status (*Loaded/Unloaded*) of the weapon
3. **Horseplay** will not be tolerated
4. Any condition that may effect your ability to safely handle a weapon or complete the course-of-fire, must be reported immediately to the Rangemaster
5. Pay close attention to the Firearms Instructors, obey all commands
6. The Rangemaster and Firearms Instructors are your immediate supervisor when on the range

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7. Dress for weather and movement
8. Bring issued duty-belt w/holster
9. Wear eye and ear protection
10. Obey all range rules

Only the Firearms Instructor will test fire, make sight adjustments, or make repairs to department weapons. The Firearms Instructor may designate staff members to clean the department weapons; however, they will be directly under the Firearms Instructors supervision at all times.

Corrections Division Firearms:

The Corrections Division maintains duty weapons available for sign out and range weapons. Officers assigned to Special Duty Assignments may be issued firearms and are responsible for maintenance and security of the weapon and ammunition.

Firearms in the Corrections Facilities:

Firearms must not enter the secured area except under emergency conditions and under the authority of the Sheriff or designee.

Weapons Sign Out:

Weapons signed out from the weapons locker are logged and include the date, time, receiving officer, reason, and serial number. At the time of return; the date and time is noted in the log.

Weapons **will not** be handed off or transferred to another officer on any department detail. Signed out weapons will be returned to the controlling facility at the end of every detail.

Department weapons issued to specialty positions will be stored in an approved manner and in a specified location.

The Rangemaster is responsible for weapons and ammunition inventory.

Firearm Inspection and Ammunition Changes:

Firearms Instructors will inspect departmental duty weapons twice yearly. The weapons will be cleaned and the ammunition changed as needed.

Any firearm owned and issued by the Sheriff's Office will be loaded with Merced County Sheriff's Office issued ammunition only.

Weapons assigned to individuals on a permanent basis are the responsibility of the individual to whom the weapon is assigned. Cleaning and care of permanently assigned weapons is expected of the individuals to whom they are assigned. Weapons must not be cleaned in the presence of inmates or while staff is engaged in supervision of inmates.

No employee may modify or alter an authorized weapon in any way, without authorization from the Rangemaster.

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General Provisions of Firearms Training and Use:

The following standards apply to the carrying and use of firearms in training, on-duty, and off-duty status.

1. Corrections Officer may not carry or use a firearm on-duty until obtaining a PC 832 certificate and completing departmental certification.
2. Corrections Officers may carry a personal firearm that is consistent with the type issued by the Sheriff's Office and the officer has qualified with the weapon at a department range shoot. The officer must re-qualify at each subsequent range.
3. Only ammunition approved by the agency will be carried or discharged.
4. No officer is allowed to carry or use a firearm when the officer anticipates the use of, or is under the influence of potentially mind-altering chemicals including alcohol, prescription drugs, or like substances. Casual or recreational use of alcohol while armed is not permitted.
5. The exception to 1, 2, & 3 above is action taken during a *life-threatening emergency*. Exceptions based on a post incident *emergency* declaration will be documented in writing to the officer's immediate supervisor.

Firearms Instructor, Range Master Qualifications:

For purposes of this policy, the titles of *Firearms Instructor* and *Rangemaster* are interchangeable. Firearms Instructors of the agency must meet the following qualifications:

1. Complete an approved *law enforcement firearms instructor course* certified by California Police Officers Standards and Training (POST).
2. Demonstrate 80% proficiency with each category of firearm carried by officers and employees of the agency.
3. Be proficient in teaching firearms safety, care and cleaning, safe storage, tactical firearms use, and weapons retention.

Demonstration of Proficiency Guidelines:

1. Initial qualification and annual (at least) demonstrations of proficiency include live fire training conducted at specified times at an approved firing range or location.
2. Officers wear and use holsters, weapons, and equipment they normally use on duty, in the case of an emergency call out to quell a riot or recover an escaped prisoner. For uniformed officers this includes all equipment normally worn or carried on the person. Those working primarily in civilian attire that also wear and use holsters, or other ancillary equipment will carry and use only that equipment normally carried on duty. Extra magazines, weapons, or other equipment not normally carried on duty, is not allowed.
3. Officers use and have access to only the number and type of magazines normally carried on their person during normal duty hours.
4. Officers enter the firing range as a COLD RANGE. All weapons are empty when entering the controlled area.
5. Officers who wear protective body armor while on duty wear the same armor during any live fire exercises.

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6. Qualified Firearms Instructors will conduct all firearms training and proficiency demonstrations.
7. Employees who do not qualify will attend a remedial weapons course.
8. Minimum firearms proficiency demonstration score for armed employees is 80% percent of the required courses of fire. This standard applies to all firearms carried or used by individual officers.
9. Officers must also demonstrate proficiency in *tactical loading, reloading, clearing of malfunctions, safe gun handling, care, and cleaning of the firearms*.
10. Officers are authorized two (2) attempts to meet proficiency standards.
11. Any officer who is unable to demonstrate proficiency is not eligible to perform duties of an armed employee, and will not carry a firearm until proficiency is demonstrated. Inability to consistently and safely demonstrate proficiency with a firearm will cause the employee or officer to be reassigned or terminated from the agency.

Proficiency Course of Fire and Demonstration:

The firearms instructor determines the course of fire and *demonstration of proficiency* requirements with the approval of the Rangemaster. The firearms instructor may vary these requirements from time to time to provide officers with innovative and realistic training. *Physical movement, use of cover and concealment, and verbal command responses, and firearms retention practices* may also be required and/or included in training scenarios.

Shooting exercises may require employees to clear *malfunctions, jams, and misfires* in attempts to complete the exercise in the time allotted. Supplemental ammunition reloading is allowed, but employees may not fire more than the required number of rounds.

Range Safety Rules and Regulations:

1. The Firearms Instructor and officers receiving the training will maintain strict discipline at all times.
2. When picking up a firearm, open the action and check to see that it is loaded. Check the weapon a second time to assure that it is safe.
3. Do not give a firearm to anyone unless the action is open and no rounds are in the weapon.
4. Do not anticipate a command on the range.
5. Always check the barrel of a firearm for obstructions before loading.
6. Unload when and as instructed.
7. Keep the barrel of your firearm down range in the target area at all times when not in your holster.
8. Do not remove a weapon from its holster with your finger on the trigger.
9. The index finger is indexed (placed on the frame of the weapon) until the command to *fire* is given.
10. Smoking, chewing, or dipping tobacco products are absolutely prohibited while at the firing line.
11. Full attention must be given to instructions and commands of the Firearms Instructor.

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12. If a firearm is dropped or the muzzle touches the ground, notify the Firearms Instructor immediately. Unload the weapon. Check the barrel for obstructions and follow the commands of Firearms Instructor before resuming a firing exercise.
13. In the event of a misfire, jam, or malfunction, clear the weapon immediately and attempt to complete the firing exercise in the time allowed. Loading additional rounds is permissible to accomplish the proficiency objective (in the time allowed). Demonstration of proficiency includes prevention and recovery from malfunctions.
14. Do not go in front of the firing line until the Firearms Instructor has given the command to *Cease Fire*, and the line has been cleared and the order to *Go Forward* has been given.
15. Dry firing on the range is prohibited except when under the supervision of the Firearms Instructor.
16. If you are taking any type of medication or have consumed alcoholic beverages within eight (8) hours of firing a weapon, the Firearms Instructor must be notified.
17. Repeated violations of any Safety Rule or Regulation, whether intentional or unintentional, will result in loss of proficiency or removal from the range.
18. Ear and eye protection is required to be worn while firing a weapon during range training. Equipment will be provided; however, employees are also allowed to use personal items. Privately owned equipment is subject to approval by the Firearms Instructor.
19. Firearms Instructors, regardless of rank, are in charge of the firearms training. All officers, including superior officers, must follow the Firearms Instructor's commands concerning range operation and demonstration of proficiency procedures. The Firearms Instructor reports to the Rangemaster any problems he/she might encounter as a result of this policy provision.
20. Employees attending firearms training will be attentive and cooperative in class and on the firing range. Misconduct, horseplay, or negligence of any kind will not be tolerated.
21. Any officer has the right to challenge the scoring of his/her target. The challenge must be made to the Firearms Instructor at the time of the original scoring.
22. Follow all speed limit signs when entering or leaving the range.

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Merced County Sheriff's Office

Corrections Division

Subject:	Special Impact Munitions	Policy Number: 07.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 07.01		

POLICY: The Merced County Sheriff's Office Corrections Division employs *less lethal specialty impact munitions* in those instances where the application of such devices will aid in the accomplishment of the mission and/or is calculated to reduce the risk to inmates and staff.

DEFINITION:

- ***Less lethal or intermediate weapons*** - Procedures or weapons that are designed to provide force, but usually *less than deadly force*. *Less lethal* is sometimes referred to as *non-deadly force*. Any force, especially when applied under dangerous, tense, uncertain, and rapidly evolving situations, may cause harm, serious bodily harm, or death, despite the best intentions of the officer.
- ***Launchers*** - 12 gauge less lethal shotgun (orange stock), pepperball launchers, 37/40mm launcher, and FN303 launcher. These are current *less lethal* weapons in the arsenal.
- ***Less lethal ammunition***- hand-thrown (grenade) devices, and non-metallic projectile such as service *rubber sabots, rubber pellets, beanbags, gas, stains, oleoresin capsicum, or similar* projectiles.

PROCEDURE:

Precaution:

All specialty impact munitions are employed within the guidelines of the department *Use of Force* section (07.01). These munitions may be capable of causing bodily injury, serious bodily injury, or death in some circumstances. Specialty impact munitions rounds must not be deliberately fired or thrown at the face, neck, or spine of any individual. If reasonably known, officers should consider any special health conditions of persons in the proximity where a device is to be detonated. Officers designated to employ these specialty impact munitions must be trained and certified in the application of these weapons and receive supervisory approval before deployment.

Safety Precaution:

Specialty impact munitions devices are not designed to produce shrapnel or expelled particles. However, these munitions are capable of causing bodily injury, serious bodily injury, or death in some circumstances, especially if not employed properly.

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Deployment:

The following guidelines will be followed regarding the deployment of specialty impact munitions devices:

1. During normal operations, specialty impact munitions are secured in the armories at each facility and may be transported in secured containers by trained personnel.
2. Specialty impact munitions are used consistent with STC certified training and manufacturers' instructions.
3. Specialty impact munitions are used in emergencies that require deployment of trained personnel in dangerous situations.
4. Specialty impact munitions rounds are normally used to temporarily disable non-compliant inmates.
5. Only personnel trained in the use of specialty impact munitions, and under direct supervision, employ these devices.
6. When practical, medical authority will be readily available to provide emergency first aid.
7. Officers will render first aid and decontaminate those exposed to the effects of gas, chemicals, or OC spray as soon as safety is restored.

Reporting:

After employment of specialty impact munitions in a tactical incident, a report is completed and includes the following:

1. Supervisor authorizing use of special munitions;
2. Supervisor's perception for the need to deploy special munitions;
3. Identification of officers deploying munitions;
4. Number and types of rounds expended;
5. Effects on those targeted and any injuries;
6. Secondary or unintended injury or damage;
7. Each officer deploying any specialty impact munitions will write individual Incident Reports and Use of Force form.
8. Any photos and/or video of the S.E.R.T. action.

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Merced County Sheriff's Office

Corrections Division

Subject:	Specialty Munitions	Policy Number: 07.05
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 07.01		

POLICY: The Merced County Sheriff's Office Corrections Division employs *special munitions - distraction devices* when the application of such devices aids in the accomplishment of the mission without unreasonable risk to human life.

PROCEDURE:

Distraction Devices:

Distraction devices are usually considered *less-lethal*, and are employed to distract or attract attention. Both hand-thrown and shoulder fire weapon delivery systems are applicable within this policy. Shoulder fired weapons include service shotguns, FN303 and 37/40mm launcher rounds, which produce a sudden loud noise or a flash of light. These devices, whether fired from a weapon or hand thrown may also be referred to as *flash-bang* systems. These tools are generally to be used to provide diversion or to mask law enforcement personnel movement activities.

Safety Precaution:

All munitions, including special munitions are employed within the guidelines of the departmental *Use of Force (07.01)* policy. Such devices are not designed to produce shrapnel or expelled particles. However, these munitions are capable of causing bodily injury, serious bodily injury, or death in some circumstances, especially if not employed properly. If reasonably known, officers should consider any special health conditions of persons in the proximity where a device is to be detonated. Likewise officers should take reasonable precautions to preclude a secondary fire. Manufacturer's recommendations may require larger clearance or safety zones. If so, these recommendations replace the following. Flash-bang devices are:

1. Deployed in a manner that is calculated to not injure human life.
2. Not to be used within a 20-foot radius of any individual, unless a substantial wall or safety barrier protects all persons.
3. Not to be used in enclosed structures when individuals inside the structure are at risk from shrapnel, expelled particles, fire, or burn caused by the devices.
4. Not to be used in the proximity of flammable materials.

Deployment:

1. During normal operations distraction devices will be secured in armories at each facility and may be transported in a secured container by S.E.R.T. personnel.
2. Distraction devices are used consistent with STC training and manufacturers' instructions.

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3. Distraction devices may be used in emergencies that require deployment of personnel in dangerous situations or as an alternative to the use of more lethal force.
4. Distraction devices are normally used in planned S.E.R.T. assaults, which require the temporary disorienting or confusion of individuals without risk or injury to human life.
5. Only S.E.R.T. personnel trained in the use of distraction munitions and under direct supervision may employ these devices.
6. When practical, the medical authority will be readily available to provide emergency first aid.
7. S.E.R.T. members must render first aid to any injured person as soon as practical after the situation is stabilized.

Reporting:

After employment of special munitions, a tactical incident a report will be completed which includes the following:

1. S.E.R.T. Team Leader authorizing use of distraction devices;
2. S.E.R.T. Team Leader's perception for the need to deploy distraction devices;
3. Call-sign of officers deploying munitions;
4. Number and types of rounds expended;
5. Effects on targeted person(s) and any injuries;
6. Collateral or unintended injury or damage;
7. Incident Reports and Use of Force forms completed by each S.E.R.T. member deploying distraction devices.
8. Any photos and/or video of the S.E.R.T. action.

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Merced County Sheriff's Office

Corrections Division

Subject:	Use of Taser	Policy Number: 07.06
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Policy 309.1; MSO Corrections Policy 07.01		

POLICY: Merced County Sheriff's Office Corrections Division Corrections Officers will be trained and certified in the use of the Taser X2 at an STC Certified Taser Course. Qualified Corrections Officers are encouraged to carry the Taser X2.

TASER: The Taser X2 Conducted Electrical Weapon (CEW) uses two (2) replaceable cartridges containing nitrogen to deploy two (2) small probes that are attached to the X2 CEW by insulated conductive wires with a maximum of 35 feet (10.6 meters). The Taser X2 CEW transmits electrical pulses along the wires and into the body affecting the sensory and motor functions of the peripheral nervous system. The Taser X2 CEW deploys one cartridge at a time. (MSO Policy 309.1)

VERBAL AND VISUAL WARNINGS:

- A verbal announcement will precede any use of the Taser if time and circumstance allow. Officer's preparing to deploy the Taser are required to warn fellow officers to avoid injury and multiple deployments.
- Using the laser light as a warning is allowable and encouraged. Use of the laser light may assist in gaining compliance without the need of deploying the Taser. The laser light should never be aimed at the face or eyes of the inmate as it may cause serious or permanent damage to the subject.
- Verbal announcements and/or laser light warning will be outlined in the Incident Report.

PROCEDURES:

The Use of the Taser is considered an intermediate level weapon. Corrections Officers should know the limitations of the weapon, considering distance, targeting options, obstructions and hazards. Although the Taser is generally effective, Corrections Officers should be prepared to use other options in the event of a Taser failure.

Training and Qualifications:

All Corrections Officers & Sergeants must receive STC certified Taser training and qualify prior to carrying the weapon. Corrections Officers and Sergeants will complete an annual STC approved Taser Update Course.

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Taser and Cartridges:

Tasers are to be handled at all times *as if they are loaded*. Follow Taser guidelines regarding battery check, arc check and cartridge inspection at the beginning of every shift. Tasers will be taken out of service and forwarded to the Taser Armorer immediately for repair/replacement. Officers carrying issued Tasers are responsible for reporting any maintenance issues and battery life.

Any accidental discharge of a Taser will be reported and an Incident Report completed.

Threat Assessment:

The factors of threat assessment may include, but are not limited to the following:

1. Existing level of physical resistance or violence.
2. Past history of subject inmate.
3. Obstructions or hazards.
4. Distance in relation to weapon deployment.
5. Level of experience and training of staff involved.
6. Alternate options.

Prohibitions:

Although not absolutely prohibited, the Taser generally should not be used against any of the following subjects unless they pose an immediate threat to the safety of the Corrections officer or others:

1. Pregnant females.
2. Elderly inmates.
3. Inmates in properly applied restraints.
4. Inmates who have recently been sprayed with alcohol or oil based pepper-spray or are in close proximity to combustible substances.
5. Inmates on stairs, walls or at heights who risk a fall.
6. Disabled inmates; wheelchair bound, non-ambulatory.
7. Inmates with known severe medical situations.

Multiple Applications of the Taser:

If an officer is unable to gain compliance of an inmate after the initial application of the Taser, the officer must visually ascertain the probes are still attached to the inmate and may cycle the device until back-up has arrived and control of the inmate has been established. If there is no connection with the device, the officer may deploy a second charge. The officer must be prepared to use other devices if the Taser is not effective due to a negative battery charge or damage.

Report of Use:

Incident and Use of Force Reports are required. Please refer to the Corrections Policy and Procedure Section *07.01 Response to Resistance* for instructions.

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Medical Treatment:

Any inmate subjected to the electrical discharge of the Taser will be examined and cleared by the Medical Authority.

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Merced County Sheriff's Office

Corrections Division

Subject:	Armory	Policy Number: 07.07
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office, Corrections Division maintains a secure armory for all authorized weapons such as Less Lethal firearms, stingballs, shields, chemical agents, electronic stun devices, restraints, and other protective equipment.

PROCEDURE:

Security equipment, *such as communications, firearms, ammunitions, chemical agents, batons, riot sticks, water hoses, other protective equipment, and protective clothing*, are necessary to ensure preparedness for emergency response in the Merced County Corrections Facilities. The type and quantity of security equipment is based on an analysis of the physical plant, inmate population profile, and risk assessment. The quantity and quality of retained equipment must be approved by the Corrections Lieutenant, based on these and other factors, including budget restrictions. The Equipment Sergeant is responsible for the supervision and administration of the armory. These responsibilities include itemizing and distributing armory supplies during emergencies, and maintaining records of those receiving the supplies.

Equipment Sergeant:

The Equipment Sergeant, as appointed by the Corrections Lieutenant, is responsible for:

1. Cleaning and inspecting weapons during the first week of every even numbered month. Insuring staff personnel clean weapons in accordance with proper cleaning procedures;
2. Test firing each weapon at the facility at least twice a year;
3. Certifying the inventory of items in the armory, including serial numbers, through written documentation to the Corrections Lieutenant;
4. Making minor repairs to weapons;
5. Ensuring weapons requiring more extensive repair are properly accounted for, delivered to and returned from the repair facility or location;
6. Authorizing and supervising the disassembly, modification, or adjustment of any weapon by S.E.R.T. team members;
7. Reordering or ordering supplies for the armory.

Storage of Security Equipment:

Less-Lethal Weapons, ammunition, chemical agents, electronic stun device, riot control equipment (e.g., batons, helmets, gloves, etc.), and restraint equipment, and any other similar equipment must be stored in a secure armory outside of the facility's inmate housing and activities area. Small

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amounts of tear gas and a limited amount of batons, electronic stun devices, and restraint equipment (e.g., handcuffs, restraining chains, and leg irons) may be stored in the control center for emergencies. No emergency or security equipment may be stored in other locations in the facility. Temperature and humidity control are particularly important in maximizing the shelf life and effectiveness of chemical agents. The armory provides a climate controlled storage conditions in order to ensure the equipment and supplies are stored in good condition and do not unnecessarily deteriorate.

Corrections officers authorized to use less-lethal weapons only use those weapons maintained within the Merced County Corrections Facilities armory. At no time are Corrections Officers or employees allowed to store personal weapons in the facility or the armory.

Weapons Sign-Out & Sign-In:

The day shift supervisor will establish and maintain a *sign out log*. Weapons signed out from the armory are to be logged to include the *date, time, issuing authority, receiving officer, reason, type of item issued, and serial number (if any)*. At the time of return, the date, time, name of the receiving officer, and condition of the issued equipment or weapon is noted in the log. Before signing a weapon or device out to anyone, the armory officer must verify that the employee is currently authorized to use, and certified to carry and use such a device. An updated listing of employees meeting these requirements is posted in the armory. Equipment is not to be issued to employees whose qualifications to use the device cannot be verified. Weapons and other items to be used for training must be checked out of the armory in the same manner. Instructors taking weapons to be used for training at another facility is to secure permission from the armory supervisor or designee. It is the responsibility of the instructor of the training session to check each device in and out, ensuring their safe handling, cleaning, and safe return to the armory in good working order.

Armory Operations:

No inmate is allowed access to the armory, arms storage cabinets, or armory facilities for any reason. Only Corrections Officers have access to the armory, although other employees may access the armory in an emergency. The key to the armory is kept in the central control center key box. Other than those persons previously specified anyone needing to conduct official business inside the armory is escorted in and out of the armory by an authorized staff member.

Ready Room:

The facility maintains riot gear for staff that includes *jumpsuits, protective shields, helmets, batons, and megaphones*. These items are stored in a way that allows for rapid issue to the officers and ample space for officers to put on the equipment. These items are inventoried as indicated above, but are not normally stored in the armory; however, will be stored in a secured area.

Rotation of Expendables:

Expendable items such as ammunition and chemical devices lose effectiveness over time. The Equipment Sergeant ensures the necessary rotation of stocks so that ammunition and chemical munitions do not become outdated. Munitions that are beyond their recommended shelf date are used for training or donated to local law enforcement agencies for training purposes. No outdated

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munitions may be issued to staff, except in a life-threatening emergency.

Law Enforcement Officers and Other Visitors' Arms:

At no time will law enforcement officers or other official visitors be permitted to retain possession of firearms, ammunition, or non-Safety knives inside the facility. An area outside the controlled area of the facility is set-aside for loading and unloading firearms and safe storage while these individuals are inside the facility. Long term visits or work assignments require these weapons to be stored in the armory. Visiting law enforcement officials have the option of securing their weapons in the trunk of vehicles.

Procurement:

The Equipment Sergeant with the approval of the Corrections Lieutenant is responsible for purchasing new firearms, munitions, or other security equipment for the facility such as:

1. Side arms;
2. Shotguns;
3. Chemical munitions or dispensing devices;
4. Batons;
5. Handcuffs;
6. Leg restraints;
7. Plastic restraints;
8. Restraint Chair/WRAP
9. Taser;
10. OC & other chemical sprays;
11. Electronic restraints;

The Corrections Lieutenant may submit written justification for additional equipment at the time of the facility's annual budget submission or in the event of an anticipated emergency.

Weapon Malfunctions:

A weapon or device that has been tampered with, or has malfunctioned, must be taken out of service and tagged by the Range Master Supervisor. A licensed gunsmith performs all major repairs of firearms. Records of such repairs are marked on a card noting the weapons history, issue pattern, normal maintenance, and any major repair or rebuild. After return from major repair, the Range Master Supervisor test fires the weapon, to verify proper operation of the device and ensure proper function before reintroducing the weapon or device into service.

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Merced County Sheriff's Office

Corrections Division

Subject:	Use of Force in DNA Collection	Policy Number: 07.08
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 6-16-2016
Related Orders: MSO Policy 300.1, 308.4; Penal Code 295, 298.1, 835a; WI1712		

POLICY: Reasonable Use of Force in DNA Collection is authorized for use to obtain DNA samples as required by Penal Code 296-296.2, 298-298.3. The use of reasonable force to obtain DNA shall be consistent with the officers training and only used on authorization of the supervising officer. Every attempt to gain voluntary compliance shall be used prior to the use of reasonable force.

DEFINITIONS:

Use of reasonable force shall be defined as the force that an objective, trained, and competent Corrections employee, faced with similar facts and circumstances, would consider necessary and reasonable to gain compliance.

PROCEDURES:

Merced County Sheriff's Office Corrections Officers are authorized to use reasonable force in obtaining DNA samples as mandated by Penal code 296-296.2, 298-298.3 in compliance with *Merced County Sheriff's Office Use of Force Policy 308.4*. For more information see policy *300.1 & PC835a*.

If the use of reasonable force includes a cells extraction, the extraction shall be video recorded, including audio. Video shall be directed at the cell extraction event. The video recording shall be retained by the agency for the length of time required by statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the recording shall be retained administratively.

1. Authorization from the on-duty supervisor must be obtained in writing prior to engaging reasonable use of force. The authorization should include information that reflects the fact that the offender was asked to provide the requisite specimen, sample or impression and refused.
2. The use of reasonable force shall be proceeded by efforts to secure voluntary compliance with section 298.1(a)
3. If the use of reasonable force includes a cell extraction, the extraction must be video recorded. The videotaping shall depict all personnel directly involved and the advisement to the inmate that the requisite specimen, sample or impression is required.
4. If use of reasonable force is required the supervisor on duty will contact the court and obtain a court order for a blood sample.

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5. If the use of reasonable force is required in the collection of the required specimen, samples and impressions, a blood sample will be collected.
6. Only medical staff trained and certified to draw blood shall draw blood. Blood samples shall be drawn in accordance with medical standards.
7. The specimens, samples, and impressions shall be collected only by designated medical, custody, or parole staff and/or local law enforcement using a DOJ approved collection kit in accordance with the requirements and procedures set forth by the DOJ, and forwarded to the DOJ as soon as administratively practicable.

NOTE: Authority cited: Section 1712, Welfare and Institutions Code and Section 298.1 Penal Code. Reference: Section 295 Penal Code:

Reporting Procedures:

Officers utilizing reasonable force to obtain mandated DNA samples must prepare an Incident Report and a Use of Force Report which describes the actions of the subject, how many times the subject refused to voluntarily comply, name of authorizing supervisor, use of force that was used, decontamination process and medical clearance. The Incident Report will include;

1. Action of subject prior to reasonable use of force/ justification for reasonable use of force;
2. Number of times subject refused to voluntarily comply;
3. Name of authorizing supervisor;
4. Location, date and time of events;
5. Timeline of events;
6. Amount of Use of Force applications used;
7. Effectiveness of Use of Force;
8. Any injuries observed;
9. Outline of decontamination procedures;
10. Medical Clearance;
11. Any malfunctions of weapons used;
12. Photographs of affected areas on subject;
13. Video documentation of incident;

Supervisor Review:

Supervisors will review Incident Reports and Use of Reports in accordance with *Use of Force Review*.

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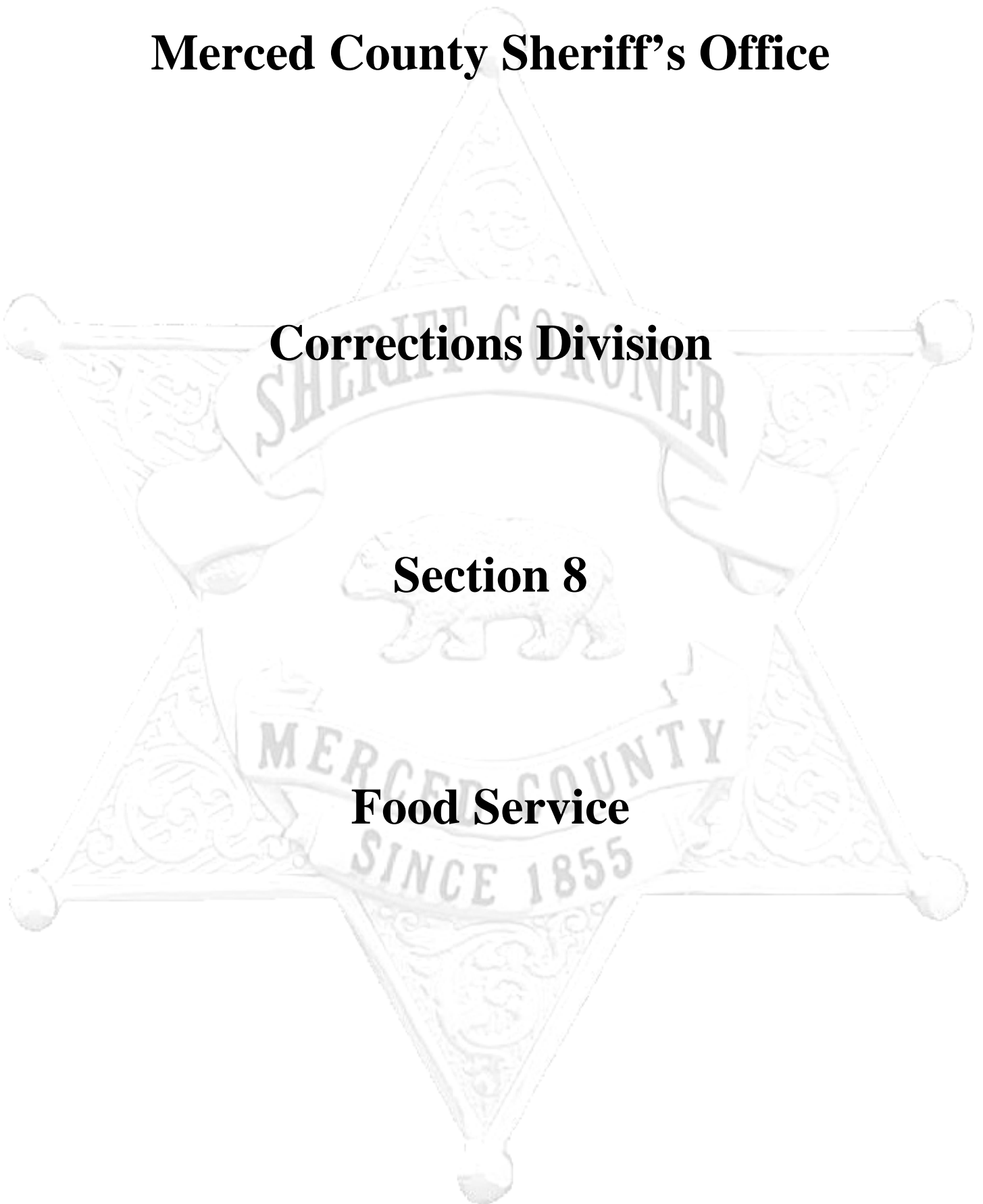
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Merced County Sheriff's Office

Corrections Division

Section 8

Food Service



Merced County Sheriff's Office

Corrections Division

Subject:	Food Service Operations	Policy Number: 08.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division provides inmates with nutritious meals served at the intended temperature and under sanitary conditions.

PROCEDURE:

A Food Service Supervisor, experienced in food service management and operations supervises food service aspects. Food Service Staff directly supervises the preparation and service of meals. Inmates are provided three nutritionally adequate meals daily, including one hot meal. Meals are not served more than 14 hours apart, unless a supplementary meal is made available to those affected. Inmates waiting processing or transfer may be provided a sack lunch or other interim nutritional options.

A Disciplinary Diet may be prepared in accordance with the Board of State and Community Corrections Title 15.

Special Diets:

Modified diets are prepared for prisoners when requested by the Medical Authority's order and all reasonable efforts will be made to accommodate dietary requests of a religious nature.

Lockdown Units:

Meal service to lockdown housing units involves the same food items as available to the general inmate population. Predetermined portions meeting the necessary dietary standards may be served.

Security and Related Issues:

The Merced County Corrections Division establishes procedures for tool, equipment, and utensil control. Adequate controls are taken to include daily inventory procedures for yeast and other fermentable items. Raw foodstuffs are stored in a secure portion of the facility. All delivery traffic and garbage removal services are conducted in accordance with search procedures approved by the Corrections Lieutenant.

Records:

The Food Service Supervisor is responsible for maintaining records relating to the following:

1. Meal menus;
2. Nutritional analyses of the meal program;
3. Financial records in support of the food program;

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4. Daily inspections for vermin infestation, sanitation, water temperature and quality, refrigeration and stove temperatures, etc.;
5. Required public health inspections and tests.

Requirements:

All employees and inmates involved in food preparation, receive a pre-assignment medical examination and periodic re-examinations to ensure freedom from *Aids, HIV, diarrhea, skin infections, and other illnesses transmissible by body fluids, food, or utensils*. All examinations are conducted in accordance with local health requirements.

Food handlers, both inmates and staff are trained. Inmates working in the kitchen or handling food are monitored by staff, and are required to comply with standard personal hygiene requirements, including:

1. No open or infected wounds;
2. Maintaining clean hands and fingernails by washing hands after using toilet facilities;
3. Wearing clean clothing, hairnets, and/or caps;
4. Washing hands and changing gloves after each preparation cycle.

Inmate food workers are provided clean clothing changes daily.

The temperature of potentially hazardous food is 45 degrees Fahrenheit or below, or 140 degrees Fahrenheit or above, at all times; except as otherwise provided in the current edition of the USPHS Food Service Sanitation Manual.

Inspections:

Weekly inspections of all food service facilities, including food preparation areas and equipment, are to be done by the Food Service Supervisor. Additionally, one of these personnel checks refrigerator, freezer, and hot water temperatures daily. Refrigerators and freezers must be clean and contain a thermometer. Stoves must be equipped with operable hooded exhaust systems with clean filters and fire suppression systems.

Storage:

The preparation or storage of food is not permissible in the housing area. Proper storage of food assures minimal contamination from any source. All food products are stored at least six (6) to eight (8) inches off the floor on shelves or in shatter proof containers with tight fitting lids. Insecticide(s), cleaning agents, and poisonous substances must be stored away from food, preferably in another secured area, and plainly labeled.

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Merced County Sheriff's Office

Corrections Division

Subject:	Nutritional Standards Program	Policy Number: 08.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office

Corrections Division provides food service programs which meet nutritional requirements and provide the basic nutritional needs of inmates, as per Board of State and Community Corrections Title 15 standards.

PROCEDURE:

A standard ration or daily food allowance is established and offered to each inmate. This ration meets or exceeds the nutritional needs, as determined for the facility.

The offer of food, appearance, manner of preparation, presentation, selection of food items, and the withholding of food are not to be performed in a manner calculated to punish, harass, or unduly embarrass inmates.

Assurance of Compliance:

Merced County Corrections Division meets the dietary allowances as contained in the Recommended Dietary Allowances, National Academy of Sciences. The establishment of preparation allowances considers waste incident to normal preparation. Ration allowances are based on standard retail cuts for meats and fresh produce. Canned foods are included as net weights. The daily standard ration amounts are established by the Food Service Supervisor with input from a licensed or registered dietitian.

The Sheriff appoints a *Food Service Supervisor* to oversee preparation and handling of meals. The food supervisor ensures these nutritional standards are met through a system that includes a monthly review and documentation, by a qualified dietary professional, of meals served to inmates, to ensure they meet the national recommended allowance for basic nutrition.

Records:

The food supervisor maintains records that controls and reports the quality and quantity of foodstuffs purchased, consumed, and stored on site. Records of the nutritional values of allowances are kept to document the following:

1. Nutritional adequacy;
2. Menu planning effectiveness;
3. Meal service procedures;
4. Standard ration compliance;

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5. Costs;
6. Religious Diets;
7. Special Diets.

Emergency Preparedness:

The food supervisor maintains at least a three-day supply of food on hand to meet the nutritional needs of the facility during natural or manmade disaster. In the event of anticipated storms or other potential outages, this amount of food may be increased at the discretion of the food supervisor, with the consent of the Sheriff. During declared emergencies quantity and variety of food may be altered to meet the need of the situation.

Meals Consumed By Employees:

For the convenience of Merced County Corrections Division, the Sheriff may elect to have all or some employees of the facility consume meals while on duty. In such instances, employees receive the same nutritional allowance and the same portions as consumed by the general population of the facility. The same condition applies to authorized visitors and guests of the facility. This procedure aids in improved inmate supervision while providing direct input to management regarding food quality and volume.

Religious Diets:

The Inmate must request a "Religious Diet Contract" from the Chaplain. The form must be completed in full. The information will be confirmed and validated by the Chaplain. If approved, the Chaplain will submit the Religious Diet Contract to the day shift supervisor as well as the Food Service Supervisor who will begin serving the meals. The inmate will receive a copy of the itemized diet, furnished by the Food Service Supervisor.

Special (Medical Related) Diets:

The Medical Authority will submit an MTO to the Food Service Supervisor when an inmate requires a special medical diet. The Food Service Unit is able to prepare a liquid, puréed and chopped diet. All other special diets will be prepared by the Mercy Medical Center of Merced Dietary Department. The Food Service Unit is responsible for receiving and transporting these special diets.

Security:

The following safety and security conditions apply to the operation of the kitchen, and the storage and handling of preparation equipment, utensils, and foodstuffs:

1. Employees and inmates must not remove food or meals from the facility, unless on work details or assignments requiring consumption of prepared meals.
2. All sharp or pointed objects must be inventoried and accounted for after each meal by the officer overseeing the kitchen.
3. All knives, sharp or pointed objects, must be affixed by steel cable or chains to a rack or table where meals are prepared.
4. Kitchen, food preparation, and storage areas must be thoroughly cleaned after each food

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- cycle, and prepared for the next cycle.
5. In the storage areas, food of all types (raw, canned, or boxed) is kept at least six inches (6 inches) off of the floor.
 6. During hours meals are not being prepared, the kitchen, storage, and preparations areas will be secured.
 7. Inmates working in the food services areas, handling food, or delivering food must be free from communicable or infectious diseases and be cleared by the Medical Authority prior to being assigned to work. (See CFMG Policy: *Health Inventory and Communicable Disease Screening*)
 8. Inmates assigned to the kitchen will wear plastic gloves and hair nets while on duty.
 9. Prior to each work day, Inmates assigned to the kitchen will shower and dress in clean clothing before reporting to the kitchen. All Inmates assigned to the kitchen or food preparation area, wash their hands and change their gloves before and after each food preparation cycle. Kitchen Rules, regarding Communicable Diseases, will be reviewed and acknowledged, in writing, prior to each shift.
 10. Inmates involved in food preparation will not use the kitchen or food preparation area as a *day room* or *lounge* between food preparation cycles. Kitchen Workers are not allowed in the adjoining Video Arraignment room. No televisions, radios, or other entertainment equipment is allowed in these areas.

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Merced County Sheriff's Office

Corrections Division

Subject:	Restricted Diet	Policy Number: 08.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: 15 CCR 1247; MSO Corrections Policy 04.01		

POLICY: The Merced County Sheriff's Office Corrections Division Food Service Unit will provide a Restricted Diet in compliance with Board of State and Community Corrections Title 15.

DEFINITIONS:

Restricted Diet: Any meal prepared for an individual inmate with regard to special circumstances and dietary restrictions. To include;

Medical Diet: Limits items of consumption, such as; low salt, sugar-free, low caloric...

Disciplinary Diet: Title 15 Article 12, 1247 standard diets. See Corrections Policy Section 04.01.

Religious Diet: Complying with chaplain's request with verified authority, such as; kosher, no pork...

PROCEDURE:

The following steps will be required when providing a restricted diet:

Medical Diet Orders:

1. All diet orders must be supported by a physician's written order in the patient's medical chart.
2. All restricted diets must be submitted to the kitchen in writing.
3. A Medical Treatment Order (MTO) will be given to the inmate receiving the restricted medical diet.
4. An approved diet manual is available in the Medical Office and in the Food Service Unit.
5. The Diet Manual is approved by the Medical Authority and County dietitian.

Religious Diet Order:

1. Religious Diet Orders will be submitted to the Day Shift Supervisor and the Food Service Supervisor by the Chaplain.

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Disciplinary Diet Orders:

1. Disciplinary Diet Orders will be issued by the Disciplinary Officer as the result of a Disciplinary Action and submitted to the Food Services Unit.
2. Disciplinary Diet Order may be issued by the Corrections Lieutenant as the result of a Disciplinary Action and submitted to the Food Services Unit.
3. Disciplinary Diet Order will not exceed 30 days. After 30 days, continuance must be reviewed by the Corrections Lieutenant in consultation with the Medical Authority every 72 hours.

Food Service Responsibilities:

Food Service personnel have the responsibility for inmate food from the time of receipt of the Physicians order to the delivery of food to the inmates. Food Service Staff will supervise the preparation of restricted diets. Food Service Staff will receive the following restricted diet information on a daily basis:

1. An accurate count of restricted diets.
2. Types of restricted diets.
3. Housing units that are to receive restricted diets.

Labeling and Distribution:

1. Each restricted diet tray will be labeled by the Food Service Staff noting the name of the inmate the meal will be delivered to.
2. Restricted diet trays will be delivered to the housing unit with the regular meals and handed out by the yard/block officer or inmate worker.

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Merced County Sheriff's Office

Corrections Division

Subject:	Staff Meals	Policy Number: 08.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division Food Service Unit will provide all Correctional Officers and support staff with a meal within the eight (8) hour shift.

PROCEDURE: Food Services staff is responsible for maintaining food items within the Staff Dining Area:

1. A prepared meal and snack will be available each 8 hour shift for consumption by authorized personnel.
2. Staff members are encouraged to eat in the Staff Dining Room and not at their work stations.
3. All persons consuming a meal in the Dining Area will be responsible for serving themselves, cleaning the area they eat at and discarding any dirty plates, bowls, utensils, etc.
4. Plates, bowls, cups and utensils will be provided by Food Services.
5. Staff members will be allowed to use the coffee maker, refrigerators and microwave ovens located in the Staff Dining Area.
6. Perishable food or beverage items placed in the refrigerators of the employee lounge without a name and date, and any perishable food older than three days will be disposed of.
7. Correctional Officers will rotate through the dining area or be relieved of their post prior to their meal break, maintaining security in their assigned area.
8. Officers will respond immediately to any call for emergency assistance (i.e.; 415, Man Down, 11-99) while on break and will resume their meal break once the situation has been resolved.

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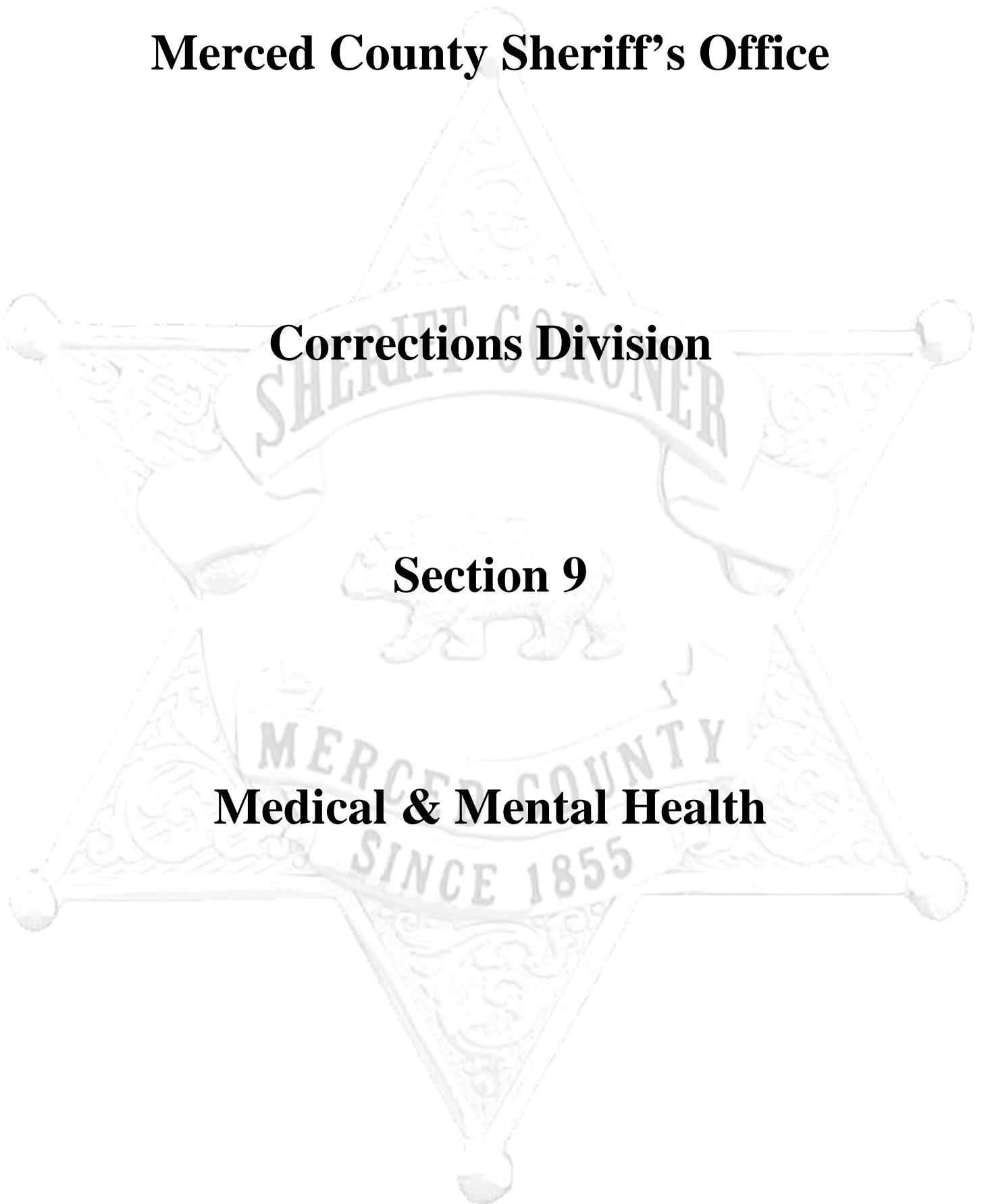
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Merced County Sheriff's Office

Corrections Division

Section 9

Medical & Mental Health



Merced County Sheriff's Office

Corrections Division

Subject:	Health Services	Policy Number: 09.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 4-1-2017
Related Orders: MSO Corrections Policies 09.02, 09.03, 09.05; Title 15, Article 11, Section 1208.5		

POLICY: The Merced County Sheriff's Office Corrections Division provides medical, dental, and mental health evaluation and treatment, and housing for inmates who display or have been diagnosed as having medical problems. In such cases, medical care will be provided on a reasonable and cost-effective basis, consistent with the facilities that are available.

PROCEDURE:

Merced County Corrections Division reasonably provides medical, dental, and mental health services to inmates as circumstances dictate, and as deemed necessary by the medical authority. In providing these medical services, the custody and control of the inmate will not be neglected or relaxed.

Inmates have a right to refuse routine medical attention. All refusals will be documented.

Merced County Corrections Division follows the *Universal Precautions* as declared by the Centers for Disease Control (CDC) regarding the control, distribution, storage, inventory, and disposal of medical supplies (i.e. syringes, needles, hazardous waste containers) which supports inmate health services.

Medical services for inmates assigned to the facility may comprise of the following:

Initial Intake Evaluation:

1. All new arrestees brought into the facility will be medically evaluated before being accepted by Corrections Staff for booking into the facility.
2. Arriving detainees determined to be in need of critical or emergency medical, mental, or dental care, will not be accepted into the facility, and will remain in the custody of the arresting or transporting officer.
3. If the screening officer determines, by observation, the detainee requires further evaluation the medical authority will be notified immediately.
4. To initiate the booking procedure, the booking officer will perform the medical questionnaire. If the detainee answers *yes* to any of these questions or there is good reason to suspect that critical care is indicated, the detainee will not be accepted until medically cleared by the on duty Medical Authority.

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5. Medical staff may recommend that transporting or arresting officers transport their detainee to the nearest medical, mental, or dental facility for treatment.
6. If medical staff determines a detainee may have a communicable disease, the detainee will be medically isolated from the general population, pending medical clearance.
7. Reasonable efforts will be made to acquire professional assistance in processing detainees with special disabilities. If qualified professionals are available, they will be summoned to assist in the admissions process.
8. Observation and evaluation of the physical and mental condition of detainees will continue through each phase of intake, including searches, and/or dress-out.
9. Medical alert tags worn by the detainee will be noted on the medical and booking sheets. The inmate is allowed to wear the medical alert tag.

Sick Call:

Inmates will be advised of the Facilities Sick Call policy in the inmate handbook and signage throughout the facilities. Sick call will be conducted on a schedule as determined by the Medical Authority. Refer to the *Merced Sheriff's Corrections Policy 09.02, Sick Call* policy and/or Medical Authority Sick Call Policy.

Emergency Health Care and First Aid:

The facility maintains fully stocked first aid kits accessible to officers. First aid kits for use by detention staff will be approved by the medical director of the medical authority for content, location, and procedure for periodic documented inspection. All Corrections staff will be trained in emergency first aid and CPR by an STC approved authority and is able to demonstrate proficiency in the rendering of first aid to inmates and fellow officers in the event of a medical emergency. In the event of a medical emergency, the responding officers will:

1. Assist the injured person(s), and instruct other officers to call for professional medical assistance as needed;
2. Isolate or remove the injured party to a secure and safe area, if the injuries allow movement;
3. Make the injured party as comfortable as possible until other medical help arrives;
4. Provide security for the injured party until help arrives;
5. Refer to *Merced Sheriff's Policy 06.07, Medical Emergency* and/or the Medical Authority Policy and Procedure *Emergency Services*.

Contents of first aid kits will be checked and refilled monthly or as needed. The Title 15 Officer will bring the first aid kit to the medical authority once per month. Medical staff will sign off on a compliance log in the medical department.

Medication:

All medications will be confiscated from the inmate during admission, unless immediately authorized by the Medical Authority, and placed into the inmate's property to ensure:

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1. All medications are reviewed by the Medical Authority's physician or medical services provider;
2. Prescription medications are issued only by a physician's instruction;
3. The Medical Authority distributes all prescribed medications to the inmates.

The Corrections Lieutenant, with the assistance of the Medical Authority's physician or medical services provider, maintains the responsibility of developing a plan for the control, distribution, storage, inventory, and disposal of prescription and over-the-counter medication.

Health Inventory and Communicable Disease Screening:

The Corrections Lieutenant, with the assistance of the Medical Authority's physician or medical services provider, shall develop a Health Inventory and Communicable Disease Screening system. Refer to Medical Authority Health Inventory and Communicable Disease Screening.

Classification:

1. Upon completion of the booking process, inmates are referred to the classification officer for housing and other facility activities or programs
2. The classification officer will be notified of any medical condition, ailment, or illness that could seriously effect the classification of the inmate.
3. Inmates found to be in good physical and mental health will be assigned to housing according to standard classification criteria.
4. Where and when reasonably possible, inmates with physical and mental health conditions will have their conditions considered as a part of the classification process. However, these conditions will not override security considerations.

Examination:

All examinations, treatments, and other procedures shall be performed in a reasonable and dignified manner and place. Physical examinations will be provided to all inmates at the facility within 14 days of booking, unless there is documented evidence of a comparable examination within the previous 90 days. For inmates undergoing prolonged incarceration, an age appropriate and risk factor based health maintenance visit shall take place within the inmate's second anniversary of incarceration. The specific components of the health examinations shall be determined by the responsible physician based on age, gender, and health of the inmate. Thereafter, the health maintenance examinations shall be repeated at reasonable intervals as determined by the responsible physician. Refer to the Medical Authority's Policy and Procedure. Corrections staff will:

1. Escort inmates to Medical Authority.
2. Maintain security for medical staff.
3. Maintain presence with respect to the inmate's privacy and confidentiality.

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Dental Services:

Merced County Corrections Division provide inmates with reasonable dental services as outlined in *Merced Sheriff's Corrections Policy 09.05, Dental Services*, and/or the Medical Authority *Dental Services* Policy and Procedure. Emergency treatment of inmates is referred to competent medical resources, when appropriate.

Mental Disabilities/Suicide Prevention:

The Merced County Corrections personnel are trained in the recognition of mental illness, and suicidal tendencies of inmates. Inmates identified as mentally disabled, mentally ill, and/or suicidal will be supervised according to the provisions of *Merced Sheriff's Corrections Policy 09.03, Mental Disabilities/Suicide Prevention Plan* and/or Medical Authority's *Special Mental Disorder Assessment, Mental Health Services* and *Suicide Prevention* Policy and Procedures.

Chronic Care:

Merced County Corrections Division shall refer chronic care inmates to competent medical resources for appropriate treatment based on the needs of the inmate. Refer to the Medical Authority's *Chronic Care* Policy and Procedures.

Special Needs:

The Medical Authority utilizes the Medical Treatment Orders (MTO) to inform custody staff of special needs for specific inmates. The MTO is a duplicate form. One copy is given to the inmate; the second (original) is added to the inmate's Medical File. Examples of MTO's are, but not limited to, include:

1. Personal shoes and/or inserts;
2. Orthopedic devices, such as; canes, crutches, wheelchairs, braces...;
3. Extra issue, such as; blankets, mattresses, cotton blankets...;
4. Medical Equipment, such as; oxygen, concentrator, breast pump, C-pap;
5. Special Inmate status, such as; No Sharps, Respiratory isolation, Liquid Diet, Nothing by Mouth after Midnight...
6. Commissary Orders, such as; Denture adhesive.

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Merced County Sheriff's Office

Corrections Division

Subject:	Sick Call	Policy Number: 09.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division provides each inmate with regular access to health care services from a Medical Authority to screen, refer, and provide basic treatment for ongoing or emerging health care problems through a series of medical services such as regularly scheduled sick calls.

- ***Sick Call*** - is an organized method of evaluating inmate's medical, mental or dental health problems. Sick call provides inmates with the opportunity to report a health problem and to receive diagnosis and/or treatment to alleviate the condition, if reasonably possible.

Scheduling:

Inmate medical complaints are solicited daily through a sick call request system. Sick Call requests are acted on by Corrections staff and followed by appropriate triage and treatment by qualified medical personnel.

1. Sick call is scheduled on a regular basis and the schedule may change from time to time to meet the interests of the facility. Inmates will be advised of the date and times for sick call through signage and inmate handbook. Sick Call is provided by the Medical Authority. Refer to the Medical Authority's *Sick Call* Policy and Procedure.

Process:

A member of the facility staff will be assigned as the sick call officer. An additional officer will assist on all "two-officer policy" inmates. The Medical Authority maintains sick call records.

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Merced County Sheriff's Office

Corrections Division

Subject:	Suicide Prevention	Policy Number: 09.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 02.02, 02.04, 02.13		

POLICY: It is the policy of the Merced County Sheriff's Office Corrections Division to be observant to the threat of suicide among inmates and to directly intervene in suicide attempts, whenever reasonably possible. This policy is furthered by initial screening, a reasonable classification process, integration into general housing when practical, and observations of officers.

DEFINITIONS:

- ***Mentally ill*** - The condition of a person afflicted with mental disease to such an extent that he or she requires care and treatment for his or her own safety or the safety of others.
- ***Developmentally Disabled*** - The condition of a person afflicted with substantial sub-average general intellectual functioning that is associated with impairment in adaptive behavior.
- ***Mentally impaired inmate*** - An inmate who is mentally ill or developmentally disabled.
- ***Suicide*** - the intentional and voluntary act of a person taking or attempting to take his or her own life.
- ***No Sharps Policy*** – An inmate restricted from possessing and/or purchasing any object which could be used to cut or damage self, others or property.

DISCUSSION:

For most reasonably thinking individuals, being incarcerated in jail is a traumatic experience. As a consequence, many individuals taken into custody and confined in a jail exhibit some forms of abnormal behavior during the booking process and the early stages of confinement. This behavior is to be expected and is not necessarily indicative of, or a predictor of suicide. Changes in inmate behavior have many causes, many of which have nothing to do with jail life. An inmate may feel his family has abandoned him, loss of a job, perceived change in social status, or detoxification may alter behavior. However, this does not necessarily translate to a higher threat of suicide. Mood swings and behavioral changes make the job of the jail staff even more difficult when it comes to watching for or trying to prevent suicide by inmates.

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Your job in trying to predict and prevent suicide by inmates is not an easy task. Often our best tools in deterring suicide attempts is past history of suicide attempts (especially while in custody), thoughtful word, positive reinforcement, listening to reports from fellow inmates or officers, and observed behavior.

Suicide attempts take many forms. The actual attempt may be long in planning or the result of an impulse that takes only a few seconds or minutes from decision through execution. The inmate may appear normal in one instance and carrying out his plan of self-destruction the next. Officers are cautioned to be watchful for three basic modes of suicide in custody:

1. **Hanging** – Use of linen, clothing, cords, cloth material and altered materials to strangle, usually by attachment to bunks or fixtures.
2. **Cutting** – Use of shaving razors, sharpened objects and broken plastics to lacerate the flesh over arteries and/or veins.
3. **Overdose** – Hoarding and ingestion of prescription or over-the-counter medications to overdose.

Jail staff may be alert to possible indicators of potentially suicidal inmates, by such things as:

1. Past history of suicide attempts;
2. Active discussion of suicide plans;
3. Sudden drastic change in eating, sleeping, or other personal habits;
4. Recent crisis in personal events, such as an extended or life sentencing;
5. Loss of interest in activities or relationships the inmate had previously engaged in.

PROCEDURE: An important part of the suicide prevention program is integrated into the inmate admission and classification processes. For details on how these policies support our efforts to curb inmate suicide see *02.02 Admission*, and *02.04 Inmate Classification Policies & Procedures* and the Medical Authority's *Suicide Prevention Policy and Procedure*. Comments and suggestions by arresting officers, observed behavior, inmate responses to questions, and signs of self inflicted wounds are all possible clues that may aid the intake officer in referring the detainee to the Medical Authority for further evaluation.

When any officer perceives that an inmate is suicidal or homicidal the observing officer, will:

1. Secure the inmate;
2. Report directly to the Shift Supervisor or OIC;
3. Place the inmate in a safety smock and house in a safety cell;
4. Notify the Medical Authority (Medical Authority will notify Mental Health staff);
5. Start an Observation Log;

The Shift Supervisor or OIC will consider the reasoning behind placing the inmate on a *suicide watch*, observed behavior, and other factors. The Medical Authority will make a determination as to continuing, altering, or discontinuing the *watch*. The Shift Supervisor or OIC will also:

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1. Insure the Observation Log is initiated and staff is completing the required checks. Insures all reports and documents are being completed. Insures food and water is offered.
2. Once a medical and psychiatric evaluation is completed, the Shift Supervisor will be notified by the Medical Authority if changes in the normal watch procedure are required or recommended. The Shift Supervisor will communicate with the Medical Authority regarding any major change in the inmate's behavior or status.

Suicide Observation:

A suicidal inmate will be housed in a Safety Cell. The inmate will be observed by at least one officer. This watch can be on a continuous basis or with frequent checks of at least twice every 30 minutes with at least ten minutes between each check. During these observations, the officer will visually observe the inmate and document the inmate's actions/activity. Any unusual activity or behavior should be recorded in the log, and periodically reported to the Shift Supervisor or medical staff as deemed appropriate by the observing officer.

The Medical Authority is responsible for monitoring the well-being of the inmate at least once every six (6) hours. CFMG Policy: Suicide Prevention.

Safety Smocks will be cleaned after each use.

Written reports of any suicide attempts or perceived threats of suicide will be forwarded to the Shift Supervisor as a priority.

Restraint Chair:

In some extreme cases the Restraint Chair may be used to protect the inmate from themselves. The Safety Cell Observation Log will be used to document visual checks of inmates in restraint chairs. (See *Use of Restraints Policy 02.13*)

Observation Log:

The Observation Log will be reviewed and signed off at the end of every shift by the supervisor. Any deficiencies will be noted and followed up with the appropriate staff. Observation Logs will then be forwarded to the Medical Authority to be added to the Medical Record.

No Sharps Policy:

After a mental health evaluation, the Medical Authority's mental health staff will submit a Medical Treatment Order (MTO) to the shift supervisor/OIC. It is the responsibility of the shift supervisor to complete an Incident Report and add the "No Sharps" designation into the inmates electronic jail file. Inmates housed in Ad/Seg will have a magnetic medical placard, "No Sharps," placed on the cell door. The Medical Authority's mental health staff will submit an MTO to the Shift Supervisor/OIC to complete an Incident Report and remove the "No Sharps" designation from the electronic inmate file. The designation for "No Sharps" is "S."

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Training:

Correctional staff is provided STC approved training in regards to the recognition, supervision, documentation, and handling of inmates who are mentally disabled and/or potentially suicidal.

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Merced County Sheriff's Office

Corrections Division

Subject:	Mental Health Care	Policy Number: 09.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: WI5150; Penal Code 4011.6; MSO Corrections Policy 05.03		

POLICY: The Merced County Sheriff's Office Corrections Division will work collaboratively with the Medical Authority to provide mental health services to include screening, evaluation, diagnosis, treatment and referral services to all inmates in the Merced County Detention Facilities. The Merced County Corrections Division shall provide reasonable and necessary security and safety standards, control, supervision, and oversight of inmates while confined to this facility, including those inmates with mental health problems.

PROCEDURE:

Inmates committed to Merced County Corrections Facilities are normally screened to include questions and observations intended to identify mentally impaired inmates who may have problems adapting to the correctional setting, or who may be imminently dangerous to themselves or others. Staff will observe inmates throughout their incarceration in an effort to identify possible mental health problems. In a situation in which the inmate may present an imminent danger to self or others, staff may take appropriate action to ensure the safety of inmates and staff (such as Safety Cell usage and/or restraints).

DEFINITIONS:

- ***Mentally ill*** - The condition of a person afflicted with mental disease to such an extent that he or she requires care and treatment for his or her own safety or the safety of others.
- ***Developmentally Disabled*** - The condition of a person afflicted with substantial sub-average general intellectual functioning that is associated with impairment in adaptive behavior.
- ***Mentally impaired inmate*** - An inmate who is mentally ill or developmentally disabled.

Mental Health Screening:

On admission, the intake staff will evaluate each inmate with regard to obvious signs of mental illness or developmental disability. When a staff member suspects an inmate is mentally impaired, they will contact the Medical Authority, who will perform an intake screening. Pending this screening, an inmate demonstrating signs of serious mental illness shall be housed separately. The Medical Authority will collaborate with the Shift Supervisor regarding the appropriate housing disposition of the inmate.

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Officers should be alert to possible indicators of acute mental illness, including the following:

1. Delusions of grandeur and/or persecution or a constant attitude of suspicions and hostility;
2. Intense anxiety or exaggerated levels of fear or panic in the absence of any real or present danger;
3. Inappropriate emotional responses, silliness, bizarre delusions, or unpredictable, hollow giggling;
4. Hallucinations such as hearing, seeing, tasting, or smelling something or some one that is not present at the moment;
5. Extreme depression, withdrawal, neglect of hygiene and appearance, refusal to eat or leave the cell for long periods of time, or periods of uncontrollable crying;
6. Exaggerated mood swings from elation and over activity to depression and under activity or a combination of these.

Any question regarding potential conflicts between these mental health recommendations and a possible compromise of security will be resolved by the Shift Supervisor with the advice and consent of the Corrections Lieutenant.

Crisis Intervention:

When an inmate exhibits behavior that is suicidal, homicidal, or otherwise extremely inappropriate, staff should request medical assistance. As a result of this evaluation the inmate may be placed in a safety cell. Under the condition of a suicide watch, inmates are placed on a program intended to reasonably protect the individual from self-destruction. This process is discussed in an associated CFMG policy and procedure.

If a potential mental health crisis arises after regular operating hours, on weekends, or holidays and is likely to require mental health treatment, the Medical Authority will contact the on-call mental health worker. While awaiting medical assistance, the inmate will be secured separately from the inmate population and closely observed by staff.

See CFMG Policy; *Mental Health Services*.

Transfers for Mental Health Treatment:

Inmates who require psychiatric care beyond the on-site capabilities will be referred by the Medical Authority to Merced County Emergency Services Department for a Welfare & Institution Code 5150 evaluation, per California Penal Code Section 4011.6.

PC4011.6: Authority to remand a prisoner to a local Mental Health Facility for a 72 hour period for treatment and evaluation, pursuant to W&I 5150.

W&I5150: A Peace Officer may place a person deemed a danger to themselves or others, or gravely disabled, in a state Department of Mental Health approved facility for a 72 hour period for evaluation and treatment.

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Transportation of Mentally Ill Inmates to Treatment Facility:

All mentally ill inmates being transported to state or local treatment facilities will be considered a two-officer policy. *See Transportation Policy 05.03.*

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Merced County Sheriff's Office

Corrections Division

Subject:	Dental Services	Policy Number: 09.05
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division facility encourages inmates to exercise good dental hygiene by providing toothbrushes and toothpaste, as well as access to emergency and essential dental services while they are incarcerated.

PROCEDURE:

Initial Screening on Admittance to Facility:

During Intake Screening, Corrections Staff may observe the inmate's teeth and gums to identify any gross abnormalities requiring referral to trained medical personnel. If the reviewing medical professional determines that dental treatment is indicated, the medical personnel will refer the detainee to the next scheduled *Dental Sick Call*.

Daily Maintenance of Teeth & Gums:

Inmates are encouraged to exercise good dental hygiene while they are incarcerated in this facility. As a part of this support, the facility provides toothbrushes and toothpaste to inmates who do not otherwise have access to these healthcare items.

Request for Medical Services:

The Medical Authority oversees the dental programs of the Merced County Corrections Facilities as a part of regular medical services. Inmates may request attendance at *Dental Sick Call* by completing the required request form. Additionally, officers and other staff members may recommend that an inmate attend sick call when conditions indicate the need for medical attention.

Dental care is provided under the direction of a licensed D.D.S. or D.M.D., and referrals may be made to a qualified outside dental specialists by the licensed D.D.S. or D.M.D. when indicated.

A fee will be charged to inmates for initial dental services.

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Merced County Sheriff's Office

Corrections Division

Subject:	Blood Borne Pathogens & Communicable Diseases	Policy Number: 09.06
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Medical evaluation and care is to be provided to each inmate suspected of having any communicable disease, to include, but not limited to; HIV, AIDS, Hepatitis, MRSA, TB. Any suspected inmate must be referred to medical personnel for assessment. Generally, such inmates are housed at the least restricted custody level, unless other variables indicate the need for a higher level to protect officers and fellow inmates.

DEFINITIONS:

The following definitions apply to this section, and are relevant to a basic understanding of the threat of a Pandemic Emergency in the jail setting:

- **AIDS** - a fatal disease characterized by a defect in the body's immune system. Individuals with AIDS are vulnerable to serious infections, which usually would not be a threat to anyone whose immune system was functioning normally. AIDS is caused by the Human Immunodeficiency Virus (HIV), which has been found in very low concentrations in saliva and tears.
- **Blood Borne Pathogens** – A disease that can be spread by contamination by blood. The most common examples are HIV, hepatitis B, hepatitis C and viral Hemorrhagic fevers. Diseases that are not usually transmitted directly by blood contact, but rather by insect or other vector, are more usefully classified as *vector-borne disease*, even though the causative agent can be found in blood. Vector-borne diseases include West Nile virus and malaria. Many blood-borne diseases can also be transmitted by other means. Since it is difficult to determine what pathogens any given blood contains, and some blood-borne diseases are lethal, standard medical practice regards all blood (and any body fluid) as potentially infective. *Blood and Body Fluid precautions* are a type of infection control practice that seeks to minimize this sort of disease transmission.
- **Body Fluids** - Blood, semen, vaginal secretions, saliva, tears, breast milk, cerebrospinal fluid, urine, feces, etc.
- **HIV** - A fragile virus, which is easily killed by heat and certain disinfectants.
- **HIV Positive** - A test result that shows a person has been infected with the HIV virus, and has antibodies to the virus in his system. An individual with a confirmed positive test may or may not exhibit symptoms of AIDS in early stages. However, he or she is capable of

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transmitting the virus to another person.

- **Exposure** - *Because* we cannot always know when someone is HIV infected, we should treat all exposures to blood or body fluids of others as if HIV infected.
- **Mucous Membranes**- *Tissues* that line the body canals or cavities that come in contact with the outside include: eyes, ears, nose, mouth, urethra, vagina, and rectum.
- **Exposure Control Plan** - A written plan developed by this agency and available to all employees that details the steps taken to eliminate or minimize exposure and evaluate the circumstances surrounding exposure incidents.
- **Personal Protective Equipment** - Specialized clothing or equipment worn or used by members for protection against the hazards of infection. This does not include standard issue uniforms and work clothes without special protective qualities.
- **Tuberculosis (TB)** - Tubercle Bacillus is a common and deadly infectious disease that is caused by mycobacteria, primarily *mycobacterium tuberculosis*. Tuberculosis most commonly affects the lungs (as pulmonary TB) but can also affect the central nervous system, the lymphatic system, the circulatory system, the genitourinary system, bones, joints, and even the skin.
- **Methicillin resistant Staphylococcus aureus (MRSA)** - a bacterium that causes infections in different parts of the body. It's tougher to treat than most strains of staphylococcus aureus -- or staph -- because it's resistant to some commonly used antibiotics.
The symptoms of MRSA depend on where you're infected. Most often, it causes mild infections on the skin, causing pimples or boils. But it can also cause more serious skin infections or infect surgical wounds, the bloodstream, the lungs, or the urinary tract.
- **Universal Precautions** - Procedures promulgated by the Centers for Disease Control (CDC) that emphasize precautions based on the assumption that all blood and bodily fluids are potentially infectious.

PROCEDURES:

The transfer of disease by exchange of bodily fluids is a serious occupational health risk to detention personnel. Officers and employees of this agency follow recognized protocols and safety procedures in order to minimize this risk. When in doubt, Correctional Staff and employees of the agency must seek professional assistance before knowingly exposing themselves to a known serious risk of infection.

AIDS, HIV, hepatitis B (HBV), hepatitis C (HCV), and other serious infectious diseases can be contracted through exposure to infected blood and several types of bodily secretions. Employees of

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this facility are continuously provided with information and education on prevention of these diseases, provided up-to-date safety equipment and procedures that minimize their risks of exposure and to institute post-exposure reporting evaluation and treatment for all members exposed to these diseases.

Tuberculosis (TB) is again becoming more prevalent in our society and the newer strains are more drug resistant making them more difficult to treat. TB is spread through the air from one person to another. The bacteria are put into the air when a person with active TB disease of the lungs or throat coughs or sneezes. People nearby may breathe in these bacteria and become infected. TB is of particular concern within the confines of a detention setting. Practicing good hygiene, Universal Precautions, use of PPE, and use of masks will greatly reduce the chance of contracting TB.

Disease Prevention and Control Guidelines:

1. Our facilities subscribe to the principles and practices for prevention of communicable diseases as detailed in the "universal precautions" prescribed by the CDC and the federal regulations of the Occupational Safety and Health Administration. Where otherwise not detailed in this policy, staff are guided by those practices and procedures.
2. Staff should assume that all persons are potential carriers of communicable diseases.
3. No staff member may refuse to physically handle any inmate who may carry a communicable disease when appropriate protective equipment is available.
4. Staff must use protective gear under appropriate circumstances unless its use would prevent the effective delivery of health care or public safety services or impose an increased hazard to the staff member's safety or the safety of others.
5. Leather gloves **are not** a protection from blood and bodily fluids.
6. Latex and vinyl gloves or their protective equivalent must be worn when searching persons, places or when working in environments where sharp objects and bodily fluids may be expected.
7. Corrections Staff should avoid touching any mucous membrane while on active crime or incident scenes where blood and bodily fluid spill could be expected.

Exposure to AIDS & HIV:

A possible exposure to the HIV virus may include:

1. Getting the blood or body fluid of an HIV infected person inside one's body. This might occur as a result of:
 - a. Being stuck with a needle used for the HIV infected person;
 - b. Handling blood or body fluids of an infected person with hands or other areas that have open skin areas such as *cuts, scrapes, rashes, etc.*; or
 - c. Sharing razors or toothbrushes that have been contaminated with blood or body fluids;
2. Actual mucous membrane contact with the blood or body fluids of an HIV infected person. This might occur as a result of splashing infected blood or body fluids into the eyes, nose, mouth, etc.;
3. Biting;

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4. Deliberate infection (Gassing), attempt or attack through the throwing of any bodily fluids.

The following are not normally considered exposures to the HIV virus:

1. Being in the same room with an HIV infected person;
2. Talking to or touching an HIV infected person with protection;
3. Sharing bathrooms or eating together in the same room.

Basic Precautions:

Considering the threat of deliberate infection of others by some AIDS, and HIV infected inmates, staff of the facility will be apprised of those inmates with AIDS or HIV, and are to be especially watchful in monitoring the actions of such inmates. Staff use care in the handling and treatment of AIDS and HIV infected inmates. The following are basic precautions that should be taken when supervising AIDS and HIV infected inmates:

1. Staff and inmates are expected to protect cuts, abrasions, or other skin lesions with band-aids or dressings.
2. Any blood or body fluid spilled on the skin should be immediately and thoroughly washed with soap and running water, or wiped with alcohol swabs (towelettes);
3. Officers should use protective gloves when examining and handling inmates;
4. Officers should use protective gauze masks, latex gloves, and other protective clothing when handling aggressive inmates that are known or suspected of being infected;
5. Officers should wash thoroughly with disinfectant soap after contacting aggressive known or suspected AIDS & HIV infected inmates.

HIV Antibody Testing:

Inmates who request testing for the presence of HIV antibodies must request in writing, "sick call." Officers requesting HIV testing must contact the Merced County Public Health Department or their private physician. Facility procedures will be followed in the event of inmate or staff exposure to HIV.

Staff Exposure to HIV:

In cases of exposure, the person involved will thoroughly and immediately cleanse the affected area with soap and warm water, take appropriate first aid measures, report the incident to the on-duty shift supervisor, and follow the Worker's Compensation reporting procedure. Staff will be referred to Patient's First, designated personal Physician or the Emergency Room for medical attention.

The Merced County Sheriff's Office will collaborate with the Medical Authority to obtain a signed consent from the inmate for HBSAG, HCV and HIV testing. If the inmate refuses to consent to this testing, a court order may be obtained.

In the event of a confirmed exposure, it is recommended that the person who was exposed have a blood test for the HIV antibody as soon as possible, but no later than 2 weeks after the incident. It usually takes between 2 and 12 weeks for the body to produce antibodies after infection with the HIV

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virus. If a staff member refuses to be tested it will be documented.

It is recommended that the exposed person follow precautions to prevent transmission of the virus to others by:

1. Avoiding sharing of personal items that could have one's blood or other fluids on them, such as razors, toothbrushes, etc.;
2. Avoiding open-mouth kissing;
3. Delaying pregnancy (consult with your physician);
4. Advising family members and co-workers of the need for self-protection and prevention when in social, work, or intimate contact.

Inmate Exposure:

In the event an inmate is exposed to the HIV virus, the shift supervisor will have the inmate escorted to the Medical Authority for first aid. Further treatment and/or testing will be at the discretion of the Medical Authority. Inmate exposures or allegations of exposure will be documented in the jail report system.

Referral of Inmates:

Inmates with symptoms known to be associated with AIDS must be referred to the Medical Authority for evaluation. Common symptoms of AIDS/HIV, although similar to many illnesses and infections, may include:

1. Persistent tiredness;
2. Fever;
3. Weight loss;
4. Diarrhea;
5. Night sweats;
6. Swollen glands.

Housing of AIDS/HIV Infected Inmates:

Inmates with confirmed positive HIV antibody test results are housed at the discretion of the Medical Authority and the Classification Unit. These inmates participate in normal housing unit activities when reasonably possible without endangering others. Inmates who request HIV antibody test normally remain with the general population pending receipt of test results.

Inmates waiting for test results, or who are confirmed HIV positive and are violently aggressive, are housed in Administrative Segregation cells.

Laundry:

All clothing and linens shall be treated as if the inmate has a communicable disease and shall be laundered at a temperature of at least 140 degrees. Inmates assigned to the laundry will wear appropriate protective gloves when handling all unwashed laundry.

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Contaminated clothing and linens will be placed in a bio-hazard bag regardless of the inmates' medical condition and laundered according to above policy.

Uniforms that have become contaminated with blood or body fluids will be removed and cleaned as soon as possible. If skin under the uniform has been contaminated, it should be washed thoroughly. Blood and body fluids on clothing and unbroken skin are not normally considered to be an exposure to HIV.

Spills of Blood or Body Fluids:

All blood or body fluids are considered potentially infectious, because one cannot control when someone is infected with the HIV virus. To clean spills of blood or body fluids, staff or inmate workers will:

1. Always use protective gloves;
2. Clean up visible materials with soap and water;
3. Apply disinfectant to the area (a fresh solution of 1 part bleach to 9 parts water, or isopropyl alcohol);
4. Rinse with clean water;
5. Remove gloves carefully, turning them inside out as they are removed;
6. Wash hands thoroughly;
7. Dispose of the potentially infectious materials properly (See Disposal of Contaminated Material).

Cell Cleaning:

If physically able, all inmates are responsible for routine cleaning of their own cells, according to standard procedure. If the inmate is unable to clean their own cell, the cell is cleaned by an inmate under the supervision of an officer.

When an inmate leaves the facility, the cell and its furnishings, including both sides of the mattress, will be cleaned according to standard procedures and disinfected with a bleach solution (1 part bleach to 9 parts disinfectant water). Inmates will wear appropriate gloves for these cleaning procedures.

C.P.R.:

Special attention should be given to the use of disposable or easily cleaned airway equipment or protective face shields when rendering CPR in the jail environment. Pocket masks will be issued to each officer after completion of CPR course. Masks are necessary in situations where blood or body fluids could be splashed, spit, thrown, or urinated on others.

Disposal of Contaminated Material:

Contaminated disposable materials are treated as infectious waste and disposed of in Bio Hazard Waste containers and delivered to the Medical Authority for disposal.

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Examples of hazardous waste include but not limited to;

1. Soiled bandages or dressings;
2. Medical equipment such as catheters, Foley bags, ostomy supplies...;
3. Any container containing blood or body fluids such as specimen cups, containers of breast milk not being used, urinals...

Training:

When reasonably possible, Merced County Corrections Division personnel attend STC certified communicable disease training sessions. The Training Coordinator in cooperation with the Medical Authority arranges for regular staff updates on all new communicable disease information.

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Merced County Sheriff's Office

Corrections Division

Subject:	Medical Experimentation Prohibition	Policy Number: 09.07
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division prohibits medical experimentation on confined inmates or staff. No biomedical or behavioral research involving inmates is done in this facility.

PROCEDURE:

The Merced County Corrections Division must not permit any form of medical, dental, mental health, or pharmacological research on inmates or staff. SUCH REQUESTS ARE DENIED. This does not preclude individual treatment of an inmate based on his/her need for specific medical procedure that is not generally available.

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Merced County Sheriff's Office

Corrections Division

Subject:	Quality Assurance Committee	Policy Number: 09.08
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: 15 CCR 1046		

POLICY: The Merced County Sheriff's Office Corrections Division participates in a medical & mental health services Quality Assurance Committee, evaluating the Medical & Mental Health services provided to all persons in custody in Merced County Facilities, Deaths in Custody and Responses to Medical Emergencies. (15 CCR 1046). The Corrections Division Units meet with the Medical Authority on a monthly basis to discuss and create a plan of action regarding outstanding medical cases.

PROCEDURE:

The Corrections Lieutenant and/or designee will attend the Quality Assurance Committee meetings. Quality Assurance Committee Meetings are held on a quarterly basis and conducted at the Merced County Public Health Building.

The Agenda will include the following;

1. Recent in custody deaths, including findings and staff response.
2. Response to emergencies.
3. Training requirements.
4. Current outstanding medical or mental health cases.
5. Treatment programs.

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Merced County Sheriff's Office

Corrections Division

Subject:	Medical Observation	Policy Number: 09.09
Approved Date: 11-14-2017		Approved By: Captain Gibson
Issued Date: 11-14-2017		Revision Date:
Related Orders: MSO Corrections Policy 02.11, 02.12, 02.13; CFMG Policy G03		

POLICY: The Merced County Correction's Division and the Medical Authority have established the guidelines for determining who needs to be placed on Medical Observation, how those placed on Medical Observation shall be monitored and managed, and when those placed on Medical Observation shall be removed.

Inmates placed on medical observation have a higher risk of medical emergency and require correctional staff along with medical staff to closely monitor them. Medical Observation shall be used for increased observations of prisoners who may be at a higher risk due to their medical condition. An inmate can only be removed from medical observation upon the clearance of the Medical Authority.

This policy will not be used when dealing with Safety Cell, Sobering Cell and Restraint placement. *Refer to Merced Sheriff Corrections Policies, 02.11 Use of Sobering Cells, 02.12 Use of Safety Cells, and 02.13 Use of Restraint Chair.*

PROCEDURE:

All inmates placed on medical observation will be assessed using the following procedures:

1. The medical authority will perform an assessment and shall determine the need for Medical Observation.
2. Medical Authority personnel shall advise the Correctional Staff the inmate requires Medical Observation.
3. Correctional Staff will then insure the inmate is housed separately from any other inmates.
4. The Correctional Officer notified by the Medical Authority of the need for Medical Observation will initiate an Observation Log, documenting the inmate's name, date and time of placement on Medical Observation. The Medical Observation Log should be placed or attached near the inmate's cell to be accessed by all staff including the Medical Authority.
5. The Correctional Officer notified by the Medical Authority will also complete a "Medical Observation" Incident Report in the Corrections Management System outlining which nurse or medical authority personnel requested Medical Observation and any other observations the officer may have.

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6. Inmates shall be visually checked a minimum of twice every 30 minutes by Correctional Staff; those checks will be recorded on the Observation Log at the actual time of the check. Each direct observation of the inmate on Medical Observation should include:
 - a. Observation of the inmate's breathing to determine the breathing is regular. Breathing should not be erratic nor indicate that the person is having difficulty breathing. Note that a loud, heavy snoring sound in respiration is an indication of difficulty in breathing.
 - b. Observation of the inmate to ensure that there has been no vomiting or signs of medical emergency.
 - c. Correctional Officers will attempt to ensure a response from the inmate in the form of a verbal or physical reaction. This is the most important monitoring procedure for jail staff. If unable to obtain verbal or physical response to stimulation, staff must attempt to awaken the inmate. If the inmate does not respond, Medical Authority personnel will be notified immediately.
 - d. If a Correctional Officer believes an inmate may need medical assistance or further examination by the medical they shall notify the Medical Authority immediately of their observations.
7. Inmates on Medical Observation will be evaluated by the Medical Authority at a time interval determined by the medical provider.
8. Once an inmate is removed from Medical Observation, the Correctional Officer removing the inmate shall do a supplemental report to the original "Medical Observation" Incident Report in the Corrections Management System.
9. Medical Observation Logs will be required for each shift the inmate remains on Medical Observation. At the end of each shift, the Correctional Officer will bring the current Observation Log to the Sergeant/OIC for review. The Correctional Officer will also start a new Observation Log at that time for the oncoming shift.
10. The Sergeant/OIC for each shift will electronically scan the Observation Log and add it to the inmate's incident report about his Medical Observation in the Corrections Management System.

This policy does not create any individual rights or causes of action by inmates or other third parties.

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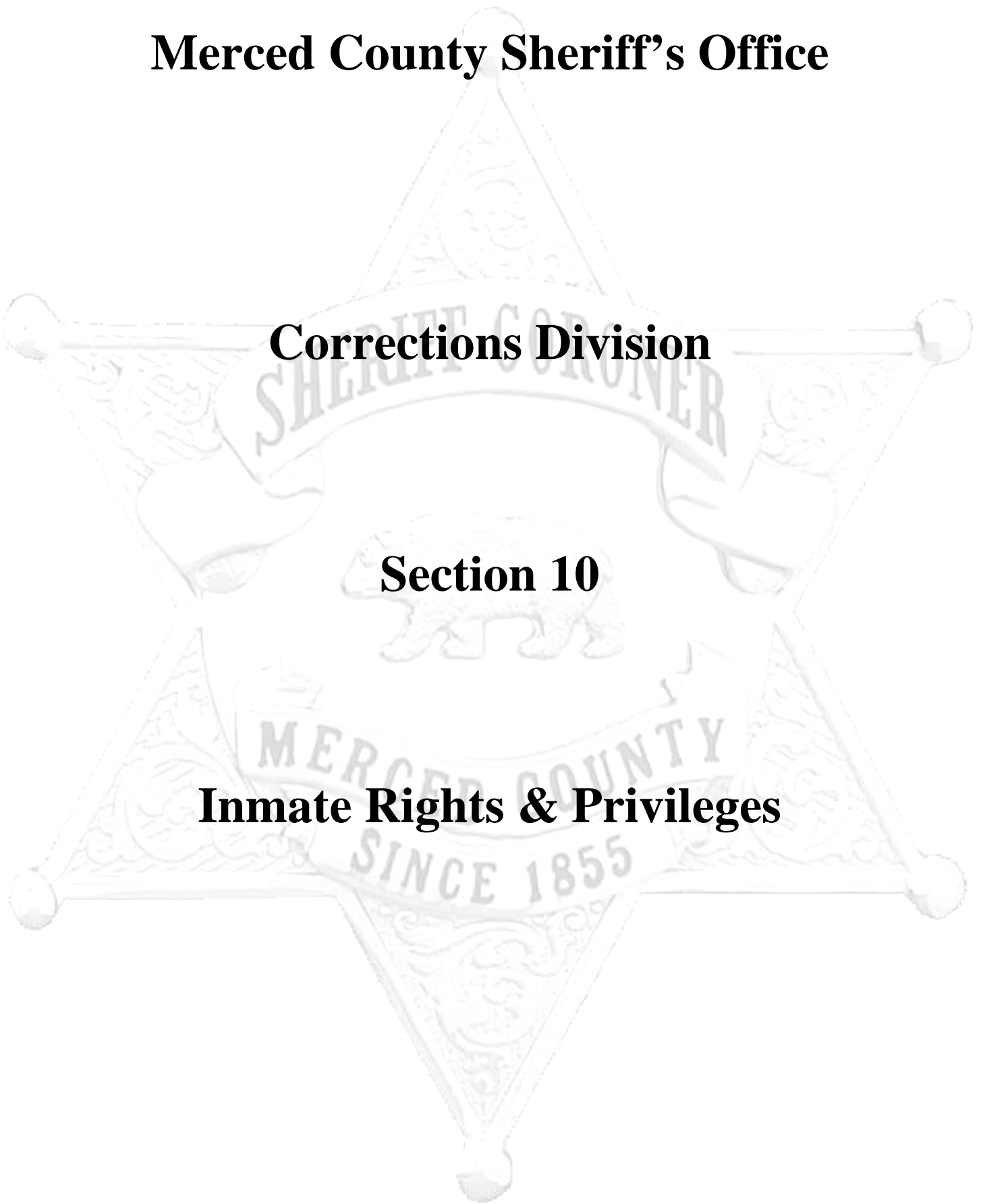
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Merced County Sheriff's Office

Corrections Division

Section 10

Inmate Rights & Privileges



Merced County Sheriff's Office

Corrections Division

Subject:	Visitation & Access to Inmates	Policy Number: 10.01
Approved Date: 8-21-2017		Approved By: Captain Sullivan
Issued Date: 3-1-2016		Revision Date: 8-21-2017
Related Orders: MSO Policy 346		

POLICY: It is the policy of The Merced County Sheriff's Office Corrections Division to permit inmates to have visits with family, friends, and their attorneys or designee under conditions that are consistent with the security of the facility.

DEPARTMENTAL INTEREST:

The safety of inmates, visitors and staff requires implementation of reasonable and necessary security and safety standards, control, supervision, and oversight of inmates and visitors during visiting periods.

PROCEDURE:

Visitation regulations will include regular scheduling of visits at times that will assure reasonable access to inmates by family, friends and attorneys/investigators.

The Corrections Lieutenant will establish limits to the number and length of visit appropriate to the size of the visitation area and other relevant factors. Attorney/Investigator visits are not scheduled, but are processed on a first come, first served basis and conform to regular daily events and security issues. Notice will be given to both visitors and inmates of contraband restrictions and visiting regulations, including procedures for obtaining approval for family members and friends to visit. This information will be included in the facility's Inmate Hand Book.

Approval:

Each inmate will submit the names of potential visitors using the Inmate Visitor Information Form. Inmates may have as many visitors on their visiting list as they like. There is no restriction to amount of visitors on your approved visitor list. Only two visitors are allowed to visit each visiting day. The visitors will be signed in on a first-come, first-served basis. Merced County Corrections Division staff will approve or deny the Inmate's Visitor request after conducting a criminal history evaluation, warrants check and local Incident Report System. Visitor requests will be approved or denied within 10 days from the date the visitation form was submitted. The inmate may appeal the decision to the Corrections Lieutenant through the grievance procedure. A Corrections Lieutenant may for compelling reasons, approve a special visit and that visit will be documented in an Incident Report. Correctional Staff will complete the approval/denial process using the following guidelines:

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1. A request which does not contain complete or accurate information will be denied.
2. Visitor must have a valid government issued I.D. card. (U.S. Driver's License/I.D. card, Passport, Military I.D., Consulate I.D.).
3. Persons who have been in custody in Merced County within the last 60 days will be denied.
4. Persons "pending" violent or drug related misdemeanor or felony charges (non-conviction and currently under prosecution), will be denied.
5. Persons with violent or drug felony conviction within one year will be denied. No restriction on other felonies.
6. Persons currently on "Felony" Probation, Parole or AB109 Supervision will be reviewed by the Facility Commander or designee. Misdemeanor probationers shall be allowed regardless of charges.
7. Persons with an active warrant will be denied.
8. Persons who have an active restraining order protecting either the inmate or the visitor from one another will be denied.

Visiting Process:

Any person, other than attorneys/investigators and official visitors, wishing to visit an inmate housed at a Merced County Correctional Facility will report to the Lobby Window to sign in for a visit at the times designated on the visiting schedule. Visitors will be processed in the order in which they arrive.

1. Visiting sign-ups begin the hour before the visit is to occur. Visitors must complete the sign in process not less than 15 minutes before the scheduled visit to ensure that the inmate has time to prepare for the visit.
2. Visitors will be required to present a current and valid picture identification which could be any United States driver's license, or any United States identification card, Military Identification Card, United States Passport or Consulate Card.
3. Persons under the age of 18 must be accompanied by their parent or guardian in order to visit. The parent or legal guardian must be on your approved visitor list. Valid and current State issued picture identification is required. The parent or guardian must also provide a copy of the minor's birth certificate or legal documentation showing proof of guardianship before the visiting request can be processed. An infant counts as one of the two allowed visitors.
4. Emancipated minors or underage spouses, with legal documentation may visit.
5. No minor child, related or unrelated, who was an exploited victim of the inmate will be allowed to visit.
6. The personnel assigned to the Lobby Window will verify the visitor's identification information, determine if the visitor has been cleared to visit, and log the inmate's name and visiting information.

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7. At the end of visiting sign-ups, the correctional officer will retrieve the visiting information from the Lobby Window and place the appropriate inmates into the visiting room.
8. Visits will comply with Title 15 and may occur up to twice a week for no less than thirty minutes if otherwise permitted.
9. Visitors will not be allowed to bring anything into the visiting areas except keys, their ID card, and a baby bottle if they are bringing in an infant. The visitor will be directed to secure any other items outside of the jail facility.
10. Visitors are required to dress appropriately while visiting inmates in this facility. Revealing, see through, low cut or other provocative clothing is not acceptable while visiting in this facility. A specific dress code is posted in the lobby of each facility. Visitors who are not dressed appropriately will not be allowed to visit.
11. Cancellation of regular visiting for safety/security reasons will be at the discretion of the Corrections Lieutenant and/or Shift Sergeant.
12. A mother may breastfeed her child during visitation. Due to the unique psychological and emotional issues involved with confinement, for the safety and security of all parties involved, it is essential that nursing mothers be discreet, i.e., breast concealed from casual observation, for example covered with blanket or other such item when in the visiting area. Failure to do so shall result in termination of visiting for that day. Repeat violations shall be referred to a Corrections Lieutenant.

Denial or Termination of a Visit:

A visit may be denied or terminated and visiting privileges suspended under the following circumstances:

1. Visitors under the influence of drugs or alcohol;
2. Refusal by a visitor to submit to search procedures;
3. Refusal or failure to produce sufficient identification for purposes of registration, or the falsifying of identifying information by a visitor;
4. Violation of institutional rules by a visitor or inmate;
5. Failure to prevent children from disturbing other persons in the visiting area;
6. Inappropriate display of affection, suggestive activity, or inappropriate dress; and/or
7. Other conduct or conditions deemed by the shift supervisor and/or Jail Administrator to be disruptive to visiting operations or to security and good order.

A full report on any such incident will be submitted by the attending Corrections Officer to the Shift Sergeant and if the inmate was involved, a Disciplinary Report will be filed against the inmate involved.

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When an individual is not approved, notice of and reasons for the exclusion will be given to the inmate who submitted the individual's name within 10 days of the date the form was submitted.

Searches:

A sign is posted at each visitation entrance stating facility rules and search policy for visitors. Each visitor must register and submit to a search prior to entry into the visiting room. Visitors, who refuse registration, fail to consent to search, or violate any of the posted facility rules, will be denied admission. If there is reasonable suspicion that the person is carrying contraband, a further consensual pat-down search may be undertaken and/or entry will be denied.

Visitation Schedule:

Inmates will be allowed a minimum of two 30 minute visits per week. Visits for days other than the scheduled days and times may be approved by the Corrections Lieutenant or their designee.

Visiting Conditions:

Visits will be supervised by staff at all times. Visits will be at such determined times and for as long as but not less than 30 minutes that permit equitable distribution of visitation resources. Space in the visitation area will be allocated on a first-come, first-served basis. The shift supervisor may extend visits by reason of distance traveled, past infrequent visits, or other compelling reasons.

Attorney/Investigator Visits:

A visitation area will be available to ensure privileged communications between inmates and their attorneys; however, the area used for these visits is subject to general staff supervision. Each attorney requesting to see an inmate must be identified through their California State Bar card and photo identification. Inmates may refuse to see any attorney.

Once the inmate is placed into an interview room, the attorney/investigator will be allowed entry into the interview room.

News Media:

Any News Media persons requesting entry and/or access to interviewing staff or inmates must first obtain authorization from the Sheriff or his/her designee. *Refer to Merced County Sheriff's Office Policy 346, News Media Relations.*

Faith Based Organizations:

Any Faith Based Organization requesting entry into Merced County Corrections Facilities will be processed through a background check through the Corrections Lieutenant designee and posted at each facility. An organization must be recognized as legitimate and ordination papers will be verified before any representative may be allowed entry.

Facility Tours/Special Event Entry:

Any individual requesting entry into Merced County Corrections Facilities will be processed through a background check by the Corrections Lieutenant designee prior to being allowed entry into a facility. The individual will provide their Name, Date of Birth, U.S. Government Issued

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Identification Card number, contact number and reason for entry. Upon approval the requesting individual will be contacted and an entry date and time will be scheduled. The tour/special event will be accompanied by a Corrections Officer.

Records:

Inmate Visitor Information Forms will be scanned and imported in the document section of the inmate's computer booking file. Daily records of persons entering the facility are contained in a binder and stored as needed for future reference.

A copy of the attorney/investigator's credentials will be placed into the Attorney Reference Binder.

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Merced County Sheriff's Office

Corrections Division

Subject:	Inmate Work Crews	Policy Number: 10.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division provides work assignments to qualified inmates while confined. Assignment to a work crew will be consistent with each inmate's classification and custody status. Inmate work crews provide positive reinforcement for each inmate and assists in gaining skills the inmate may use upon release into society.

PROCEDURE:

Classification oversees the approval of inmates eligible for work crews and assigns Inmate Workers at the Main Jail and JLCC Lockdown. Each work crew supervisor selects qualified inmates for their specific work crew.

Assignments:

Qualified inmates will be assigned to work crews within the facility. Discrimination based on the inmate's *race, religion, national origin, sex, or disability* is prohibited.

Assignments will afford inmates the opportunity to learn job skills that will benefit their occupational needs upon release. Only inmates approved by Classification should be assigned to work outside the facility's perimeter. Pretrial detainees may be assigned as Inmate Workers at the JLCC Lockdown with Classification approval.

Qualified inmates will be assigned to work assignments consistent with their ability, experience, medical status, and the needs of the facility. The Corrections Lieutenant will identify those work areas to which inmates may be assigned in coordination with Classification, Food Services and the Title 15 Officers. All able-bodied inmates may be required to work. Inmates have the option to refuse to participate in a work crew assignment, but will face disciplinary action. Failure to perform certain work may be covered by one or more rules of the facility.

Medical Issues:

A medical clearance check will be made and documented in the inmate's medical file regarding certain work assignments. A medical clearance for work assignment is completed at the ten day health assessment. The Medical Authority may impose additional health status criteria to assure that job assignments are in the best interest of both inmate and the facility. For instance:

1. Inmates may be restricted from heavy lifting due to a physical disability, i.e.; pregnancy, spinal injury...;

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2. Inmates with communicable diseases will not be assigned to work in food service or other areas where the inmate will come in contact with other inmates;
3. Inmates with a history of seizure disorder may not be permitted to work with equipment or in high places.

Work Conditions:

The following conditions generally apply to most inmate job assignments:

1. Job supervisors will impose *quality controls* on all work performed.
2. Inmates will not work more than 48 hours per week, except in emergencies.
3. Inmates will not supervise other inmates.
4. Inmates will not be assigned to clerical assignments that place the inmate in a position to work on or be in contact with staff or inmate, institutional, monetary, or court records. Additionally, inmates will not perform maintenance of locking systems and other detention security devices.
5. Any inmate may volunteer for work assignments or facility programs.

Special Housing:

As a related element of a job, an inmate may be assigned to special or designated housing areas. Inmates assigned to work crews may be separated from inmates in the general population.

Good Time/Work Time Credits:

Good Time and Work Time credits are subtracted from each inmate's sentence during the Jail Time Figure procedure. Failure to perform on a work crew or any work related serious infraction of Jail Rules will result in a Disciplinary Action. Any remaining Good Time/Work Time credits may be suspended as all or part of the Disciplinary Action. Credits already earned cannot be suspended.

Safety Issues:

All job assignments will be operated in accordance with applicable federal, state, and local health and safety standards. The Corrections Lieutenant designee will maintain all required regulatory documentation.

Disabled Inmate Employment:

Inmate work crews will accommodate disabled inmates to the degree practical. Utilization of disabled inmates in a work crew is desirable when such individuals can be safely employed in specific jobs.

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Merced County Sheriff's Office

Corrections Division

Subject:	Inmate Exercise & Recreation	Policy Number: 10.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division complies with Title 15 standard regarding inmate exercise and recreation activities.

The Merced County Corrections Division shall provide a minimum of three hours per week of recreational and exercise opportunities within security and safety limitations of the facilities.

PROCEDURE:

Inmate Recreation and Exercise Plan:

Recreation activities may include, but are not limited to *basketball, volleyball, reading, and television*. Other recreation devices can be purchased through commissary, i.e., cards, board games, etc... Exercise yard activities are made available to inmates a minimum of three (3) hours per week.

Exercise yard is supervised by corrections staff. Inmates are granted access to outdoor exercise, weather permitting.

As a part of the security plan officers are responsible for conducting searches of recreation areas before and after use by inmates. The purpose of these searches is for detecting altered or damaged equipment, hidden contraband, and security violations.

Main Jail exercise yard is supervised by corrections officers and is equipped with a radio to maintain contact with the control center. JLCC dormitory exercise yard is supervised by corrections officers. JLCC Lockdown exercise yard is monitored by closed circuit video viewed by control staff.

Inmates will yard according to their classification and housing location.

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Merced County Sheriff's Office

Corrections Division

Subject:	Reading Materials Program	Policy Number: 10.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division provides access to reading materials through a book exchange program coordinated by the Jail Ministries Services. Inmates may have soft-cover books delivered from the publisher.

PROCEDURE:

Inmate Reading Material Plan:

Inmates may request books, in writing, from the Jail Ministries Services. Inmates may request *fiction, non-fiction or religious materials*. Prohibited publications include content that is:

1. Pornographic or sexual;
2. Gang or hate oriented;
3. Violent;
4. Instructive in escape, explosive or weapon use;
5. Relating to law enforcement, military, or jail operations;
6. Any other material deemed inappropriate for inmates.

Books are made available upon request. Inmates are limited to *checking out* one (1) book at a time. Inmates are responsible for the return and condition of the books. Loss of or damage to reading materials may result in the exclusion of participation in the book exchange program.

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Merced County Sheriff's Office

Corrections Division

Subject:	Telephone Privileges	Policy Number: 10.05
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division provides *privileged, monitored*, and/or *limited* telephone access to inmates in a manner that is consistent with reasonable and necessary security and safety standards, operational controls, and supervision of inmates.

PROCEDURE:

Inmates have *no expectation of privacy*. Telephone communications are recorded and other forms of communications may be monitored.

Inmate Telephone Plan:

Inmate access and use of telephones is limited to those inmates that are compliant with facility rules and procedures, and do not pose a risk to self, other inmates, or officers.

Telephone communications may be monitored and recorded without notice. During the booking and intake process inmates are provided the opportunity to make three (3) telephone calls within three (3) hours of arrest or upon completion of booking process. For the purpose of these calls, no-charge *local telephone service* is available for inmates, who are compliant, and not a risk to staff or other inmates. As soon as practicable upon being arrested but, except where physically impossible, no later than three hours after arrest, the arresting or booking officer shall inquire as to whether the arrested person is a custodial parent with responsibility for a minor child. The arresting or booking officer shall notify the arrested person who is a custodial parent with responsibility for a minor child that he or she is entitled to, and may request to, make two (2) additional telephone calls at no expense if the telephone calls are completed to telephone numbers within the local calling area, or at his or her own expense if outside the local calling area, to a relative or other person for the purpose of arranging for the care of the minor child or children in the parent's absence

Incoming *emergency messages* to inmates are allowed, once the emergency has been confirmed. In an emergency, inmates are provided with a message or allowed to make a free *local* return call or long distance call at their own expense.

Phone calls may be limited due to needs of the facility, such as; headcount, transfer to another facility or court hearing. Other than during the intake process, all telephone usage is at the expense of the inmate, or the recipient of the call. Telephone privileges may be revoked as a result of a disciplinary action or abuse of telephone privileges.

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Occasionally privileged or non-recorded telephone communications are requested from an outside source, such as; attorney, bondsman, investigating law enforcement... At the shift supervisor's discretion, facility phones may be used to provide non-recorded privileged communication. The shift supervisor will document the matter in an Incident Report.

Decision to allow a privileged phone call is at the *sole discretion of shift supervisor*, and permission may be withheld, or limitations imposed without divulging the reasoning or justification. However, reasonable efforts will be made to make such accommodations if resources and security conditions allow.

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Merced County Sheriff's Office

Corrections Division

Subject:	Commissary	Policy Number: 10.06
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division maintains a *commissary* that allows inmates to purchase a variety of hygiene and sundry items using funds maintained in a personal account without compromising facility integrity, security, or control.

DEFINITION:

- **Commissary** – A store for provisions of sundry items, food, snacks, and other allowed items for purchase by inmates.

PROCEDURE:

Inmate Commissary:

The facility provides an inmate commissary that allows for the purchase of various items with funds from an individual inmate account. It is the responsibility of the Corrections Lieutenant or designee to:

1. Decide on whether such services are provided in-house.
2. Determine the items to be available through the commissary;
3. Decide on service and access frequency;
4. Determine the number and type of items an inmate may purchase or have in their possession;
5. Oversee procedures for inmate access to store items;
6. Provide for audits by the Merced County auditors;
7. Provide that all expenditures from commissary proceeds be made in accordance with county and state regulations.

Purchases from the commissary are transacted from monies credited to individual inmate accounts, and there is no actual transfer of legal tender. The following general rules apply to the operations of the commissary:

1. Purchases are made from an approved list or stock of approved items only;
2. Officers and inmates do not handle cash;
3. Inmates only purchase items reasonable for a single inmate's use;
4. Funds, credits, or debits are never transferred from one inmate account to another;
5. Inmates may not purchase on credit, or a balance forward, and must have the funds in their account for the total of the purchases made at the time of the orders process;
6. Officers do not accept any gift, purchased item, or gratuity for work performed in the facility

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in general or the commissary in particular.

Items made available through the commissary are evaluated on a periodic basis, and are subject to change. However some items continuously available for purchase by eligible inmates are:

1. US postage envelopes;
2. Writing materials and envelopes;
3. Pencils;
4. Cards and board games;
5. Snacks;
6. Toiletries and hygiene articles;
7. Over the counter medications (limited).

Welfare Kit:

Inmates with less than four (\$4.00) dollars on their inmate account are considered *Indigent*.

1. Inmates will request the Welfare Kit via the telephone ordering service.
2. The Welfare Kit will be delivered on Tuesday and Saturday.

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Merced County Sheriff's Office

Corrections Division

Subject:	Religious Practices	Policy Number: 10.07
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders		

POLICY: The Merced County Sheriff's Office Corrections Division provides, and allows religious practices and services for inmates to the extent practical and under conditions that are secure, safe, and do not interfere with the rights of other inmates or the maintenance of good order.

PROCEDURE:

Jail Ministries Service:

Our facilities allow and accommodate religious services for inmates on a weekly basis, when community resources are available, and willing to provide such services. Attendance at religious services is always voluntary. Additionally, efforts are made by the Jail Ministries to accommodate inmates' needs for religious counseling or education using qualified volunteers or clergy. Proposals for such volunteer services are presented and arranged during normal business hours, except when meals are being served to inmates.

The Jail Ministries Service and Corrections Lieutenant designee have *approval authority* for all requests from volunteers wishing to provide religious services to inmates, the extent to which the facility will provide meeting spaces, restrictions, and any other accommodations.

Inmates who wish to carry out a religious practice that might ordinarily violate facility rules or require a special accommodation must make written request Religious Diet Request Form and the Request for Religious Service Contract explaining the request and detailing the basis for the religious practice. The Day Shift Supervisor and County Counsel determine whether the request will be accommodated without presenting an undue burden or endangering the safety and security of the Merced County Detention Facilities. The Day Shift Supervisor will respond to the inmate's request, including approval, special provisions, or reasons for denial. In the case of a denial, the Day Shift Supervisor may ask the inmate to propose alternatives that might satisfy their particular needs. Considerations for approval always take into account the impact the accommodation will have on staff workload, any disruption to safety and security, and the possible impact on other inmates.

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Merced County Sheriff's Office

Corrections Division

Subject:	Inmate Correspondence	Policy Number: 10.08
Approved Date: 7-10-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-9-17
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division reasonably allows inmates to correspond with their attorney, family, friends, officials, and other significant contacts with a minimum of interference, as long as the correspondence is carried on in a manner consistent with the rules of the facility.

PROCEDURE:

Inmates are not allowed to collect, deliver or handle mail in any manner whatsoever. The correspondence program of the Merced County Corrections Division is the responsibility of Inmate Services, who provides convenient deposit and distribution of mail without unnecessary delay.

Normally, inmates are permitted to send any reasonable number of letters outside of the facility. Likewise, inmates may receive correspondence in any reasonable quantity or amount.

Inmate-to-inmate correspondence is allowed and is processed using the same procedures as other first-class mail.

Inmates that attempt to abuse these privileges are subject to disciplinary actions, to include loss of mail privileges.

Postage stamped envelopes are available for purchase from commissary. No stamps, envelopes or paper will be accepted through visiting or sent through the mail.

Inmate Services is not responsible for issues regarding the US Postal Services once inmate mail is placed in their control.

Inmates may confidentially correspond with the facility administrator.

Inmate Mail:

Incoming and outgoing mail will be opened, inspected, and scanned for contraband, inappropriate content, or other violation of facility rules or the law. This screening of mail may take place with or without the presence or specific knowledge of the inmate. Mail is rejected based on legitimate facility interests of order and security. Currency, unauthorized enclosures, and other contraband are confiscated and the inmate advised of that action. All contraband is disposed of in accordance with Merced County Detention Facilities policy on *contraband control*. Incoming and outgoing

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correspondence may be rejected on a case-by-case basis; if it contains items including, but not limited to the following:

1. Information regarding manufacture of explosives, weapons, or drugs;
2. Material that may tend to encourage or assist in disrupting the orderly operation of the facility, work stoppage, or other breach of institutional rules;
3. Material that would encourage deviant sexual behavior;
4. Pornographic or sexual material;
5. Gang or hate oriented material;
6. Threats or descriptions of intended criminal acts;
7. Instructive in escape, explosive or weapon use;
8. Relating to law enforcement, military, or jail procedures or operations;
9. Information relative to the crime for which the inmate is detained;
10. Any other material deemed inappropriate.

The correspondence may be retained if the shift supervisor determines the contents constitute illegally or inappropriately mailed material. At the discretion of the Inmate Services Supervisor the matter may be referred to the Merced County District Attorney's Office or the U.S. Postal Inspectors.

Legal Mail:

The Merced County Corrections Division maintain procedures to ensure that items the inmate considers relevant to their criminal/civil case is mailed with only a limited security inspection, if the envelope is being mailed to the following individuals:

1. Officials of federal, state, and local courts and Government;
2. Inmate's attorney of record.

Outgoing legal correspondence will be verified, sealed and initialed by the receiving Corrections Officer.

Incoming correspondence whether it is for a criminal or civil case from any of the above parties is opened in the presence of the inmate and inspected for contraband, but is not read for content. A warrant may be sought to open and read any such correspondence based upon *probable cause*.

Writing Materials:

Inmates are permitted to retain writing material and commissary purchased stamped envelopes in reasonable amounts.

Indigent Inmates:

Those inmates who are without funds shall be permitted at least two postage paid letters each week to permit correspondence with family members and friends but without unreasonable limitation on the number of postage paid letters to their attorney and to the courts. Any limitation to letters to attorneys or to the courts, based on abuse, must be approved by the Undersheriff.

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This policy does not create any individual rights or causes of action by inmates or other third parties.

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Merced County Sheriff's Office

Corrections Division

Subject:	Education & Rehabilitation Plan	Policy Number: 10.09
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division provides a reasonable educational program, activities, and services to eligible inmates under conditions of security and supervision that are calculated to enhance the welfare of inmates and encourage educational development.

DEFINITIONS:

- **Education** - To facilitate self-improvement and develop learning skills according to the talents of an individual. Inmates will be given the opportunity to begin and/or complete the G.E.D. program giving them a better chance of gaining meaningful employment after incarceration, reducing the rate of recidivism.

PROCEDURE:

Inmate Education Plan:

The Merced County Correctional Facilities implemented a written plan for inmate education. The plan makes use of the resources available through the Jail Ministry Services. Our facility plan includes programs for *voluntary participation* by inmates such as:

1. Culinary Services training for qualified inmates.
2. Structured housing environment:
 - a. Enforced cleanliness;
 - b. Supervised personal hygiene;
 - c. Recreation;
 - d. Development of interpersonal skills through supervised interaction with others.
3. Counseling in connection with:
 - a. Alcohol or other drug abuse problems;
 - b. Vocational rehabilitation;
 - c. Academic and vocational aptitudes and goals;
 - d. Anger Management;
 - e. Family problems; and
 - f. Personal psychological or psychiatric treatment problems.

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4. Access to religious material and services when available.
5. Participating in academic, reading, or training programs when such programs are provided and available to the facility.

In support of our education efforts, a record-keeping system is maintained to provide standards on inmate release programs, written operational procedures, an inmate handbook, a process for inmate screening and selection, and a system of inmate supervision. These reviews are conducted to encourage community cooperation and support. Inmates may choose to continue program objectives upon release from the facility or if transferred to another facility.

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Merced County Sheriff's Office

Corrections Division

Subject:	Grievance Procedures	Policy Number: 10.10
Approved Date:		Approved By: Captain Sullivan
Issued Date:		Revision Date: 8-1-2016
Related Orders:		

POLICY: In support of orderly and safe inmate housing conditions, the Merced County Sheriff's Office Corrections Division maintains an inmate grievances system consistent with due process & Title 15 to support inmate rights to due process and in order to operate a reasonable safe, secure, and well-disciplined environment, for inmates and staff.

DEFINITION:

- **Grievance** - A formal or verbal statement of complaint, generally against an authority figure in the jail or against an operational aspect of the correctional facility as a whole.

PROCEDURES:

Acts, which constitute usual grounds for initiation of a reasonable grievance by an inmate, include, but are not limited to:

1. Violation of civil rights;
2. Criminal acts;
3. Unjust denial or restriction of inmate privileges;
4. Confinement issues, such as adequate food, clothing, or access to inmate services;
5. Prohibited acts by facility staff.

Grievance Procedure:

Grievance procedures established by the Merced County Corrections Division consists of the following steps or options. These steps include:

1. An inmate may file a *Grievance Form* with the Corrections Officer assigned to their housing unit. Where and when possible, staff receiving the grievance may address the grievance directly. The officers will print their name and call sign, legibly, in the appropriate space on the form. Emergency grievances, in which delay in handling could result in personal injury or other damages to the inmate, will be handled expeditiously. Staff is encouraged to use their own initiative to resolve issues that are within their authority. If not resolved at the officer level, the grievance will be passed to the Shift Sergeant for tracking, action or subsequent referral.
2. If the grievance is forwarded, the receiving person will note the date and time received. The recipient will complete a Grievance Response Form.

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3. Grievance forms and writing materials will be made available to inmates upon request. A problem that results from a specific event or action must be presented on the approved form within seven (7) days of the occurrence. Formal grievances will be collected by Corrections Officers on a daily basis during Health and Safety Checks. The Corrections Officer will read and print their name and call sign on the grievance. If the Officer is unable to take immediate action regarding the grievance, the officer will send the grievance to the Shift Sergeant for tracking and review. The grievance must:
 - a. Be in writing;
 - b. Clearly define the situation in question and the facts upon which it is based;
 - c. Specify the wrongful act or situation and describe the harm done;
 - d. Arise out of an act or failure to act by the Merced County Corrections Division;
 - e. Address a matter within the control of the facility;
 - f. Request a remedy that is within the power of the facility to grant;
 - g. Be submitted within seven (7) days of the occurrence;
 - h. Include a copy of any written supporting documents or pertinent discussion, decision, and justification;
 - i. Specify a requested remedy.
4. The response of the grievance will be returned to the inmate no later than 15 days after the grievance is received. The grievance authority will provide for meaningful relief of a substantiated grievance (i.e., reinstatement of good time, reinstatement of commissary privileges).
5. In order to prevent reprisals against an inmate, disciplinary action may be taken against any staff member who retaliates or attempts to retaliate against an inmate filing a grievance.
6. Inmates may be disciplined for filing frivolous or repeated grievances that consistently have little or no merit.
7. Appeal of a grievance authority's decision is made to the Corrections Lieutenant on the same grievance form or format. The Corrections Lieutenant has 15 days from the date the grievance is received to respond, and the decision of the Corrections Lieutenant is final.
8. The facility will maintain records of all grievances filed by an inmate for at least five years after the inmate has left or been released from the facility. Grievance information regarding inmates and employees will be kept strictly confidential. In no case will information be released without the specific approval of the Sheriff or designee.

Tracking Procedure:

1. The Shift Sergeant will scan a copy of the grievance along with any reply to the grievance tracking system in the Corrections Management System by the end of each shift.

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2. When the grievance is entered into the Corrections Management System, the shift sergeant will pick the appropriate status for the grievance and fill out as much as the information under the details tab.
3. If the shift sergeant is unable to respond to the grievance, the grievance will be assigned in the Corrections Management System according to category of the grievance and show as a "Pending Investigation."
4. Sheriff Staff and/or contracted vendors will be assigned to each category to reply to each type of grievance by a Correctional Lieutenant. The Shift Sergeant entering the grievance should add the assigned Sheriff Staff member or contracted vendor designee's name under "Reply to Inmate" tab along with the appropriate due date.
5. Replies to grievances will be attached to the documents section in the Corrections Management System for the grievance and a copy will be sent to the inmate by the assigned category staff member.
6. Once a reply is completed to the grievance, assigned Sheriff Staff or contracted vendor will change the status of the grievance in the Corrections Management System to "Completed."
7. A Correctional Officer will be assigned by a Correctional Lieutenant to oversee tracking and replies to grievances. This Correctional Officer will insure all grievances are being responded to in a timely manner and are assigned to the correct sheriff staff or contracted vendor.

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Merced County Sheriff's Office

Corrections Division

Subject:	Inmate Voter Registration	Policy Number: 10.11
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

Policy Number: 10.11

Subject: Inmate Voter Registration

POLICY: The Merced County Corrections Division provides inmates who are U.S. citizens, 18 years of age, and who are not imprisoned or on parole for a felony conviction, to exercise their right to vote in city, county, state and federal elections.

PROCEDURE:

Voter Registration:

1. If an inmate requests to vote in a city, county, state or federal election, if the inmate is not registered to vote, they will be given a Voter Registration Form. This form is to be given to Inmate Services to be delivered to the Voter Registrar's office.

Election Day:

1. On Election Day, Inmate Services will collect all inmate requests to vote.
2. The Elections Office will contact the Merced County Sheriff's Office twice on Election Day to find out if any inmates desire to vote, once mid-morning, and again at 5:00pm. If there are inmates who want to vote, an official from the Elections Office will bring ballots to each facility. An officer will take the ballot to the inmate, allow them to vote and bring the completed ballot back to the elections official.

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Merced County Sheriff's Office

Corrections Division

Subject:	Public Information Plan	Policy Number: 10.12
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 02.01; MSO Policy 346.3; 15 CCR 1045		

POLICY: The Merced County Corrections Division provides information to the public, news media and inmates, regarding custody status, rules and regulations, visiting, education and programs within the correctional facilities. (*Refer to California Title 15; Section 1045 & MCSO Policy 346.3*)

PROCEDURE:

Public Information Plan:

The general public, news media and incarcerated inmates may request, and will be provided, the following:

1. California Corrections Standards Authority Title 15 Code of Regulations.
2. Facility rules and procedures affecting inmates as specified in sections;
 - a. 1045, Public Information Plan
 - b. 1061, Inmate Education Plan
 - c. 1062, Visiting
 - d. 1063, Correspondence
 - e. 1064, Library Service
 - f. 1065, Exercise and Recreation
 - g. 1066, Books, Newspapers, Periodicals and Writings
 - h. 1067, Access to Telephone
 - i. 1068, Access to Courts and Counsel
 - j. 1069, Inmate Orientation
 - k. 1070, Individual/Family Service Programs
 - l. 1071, Voting
 - m. 1072, Religious Observance
 - n. 1073, Inmate Grievance Procedure
 - o. 1080, Rules and Disciplinary Penalties
 - p. 1081, Plan for Inmate Discipline
 - q. 1082, Forms of Discipline
 - r. 1083, Limitations on Discipline
 - s. 1200, Responsibility for Health Care Services

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Public and News Media Access:

The public and news media have access to jail information via telephone, fax and internet. The phone number is available in the phone book as well as on the Sheriff's Office web site. <http://www.mercedsheriff.com>

(Refer to Merced County Corrections Policy and Procedure Section 02.01 Inmate Record Keeping).

Inmate Access:

Inmates are given a Merced County Corrections Facility rule book during the dress out process as part of their standard issue. The rule book contains all of the required information. Access to California Corrections Standards Authority Title 15 Code of Regulations is available to all inmates upon written request and may be reviewed in a specified area.

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Merced County Sheriff's Office

Corrections Division

Subject:	Inmate Pre-Trial/Work Release Programs	Policy Number: 10.13
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division provides work programs to sentenced qualified inmates in lieu of confinement in the correctional facilities. Assignment to a work program will be consistent with each inmate's classification and eligibility will be determined by the Supervised Release Team. Inmate work programs provide positive reinforcement for each inmate and assists in gaining skills the inmate may use upon release into society.

PROCEDURE:

The Supervised Release Team oversees the approval of inmates eligible for work programs and assigns inmates to work locations throughout the County as well as those inmates eligible for Home Monitoring, Weekend Reporting, or other alternatives to incarceration. Work crews are also assigned at Merced Sheriff's Main Jail and the Road Department with a Corrections Supervisor.

Assignments:

Qualified inmates will be assigned to work programs outside of the facility. Discrimination based on the inmate's *race, religion, national origin, sex, or disability* is prohibited.

Assignments will afford inmates the opportunity to learn job skills that will benefit their occupational needs upon release. Only inmates approved by the Supervised Release Team will be assigned to work outside of the facility. Pretrial detainees may be assigned to Home Monitoring at the discretion of the Supervised Release Team and the Corrections Lieutenant.

Qualified inmates will be assigned to work assignments consistent with their ability, experience, medical status, and the needs of the work locations. The Corrections Lieutenant will identify those work areas to which inmates may be assigned. Failure to perform certain work may be covered by one or more rules of the program and may be cause for the inmate to be returned to custody in the correctional facility.

Medical Issues:

A medical clearance check will be made and documented in the inmate's medical file regarding certain work assignments. A medical clearance for work assignment is completed at the ten day health assessment. The Medical Authority may impose additional health status criteria to assure that job assignments are in the best interest of both inmate and the facility. For instance:

1. Inmates may be restricted from heavy lifting due to a physical disability, i.e.; pregnancy,

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spinal injury...;

2. Inmates with communicable diseases will not be assigned to work in food service or other areas where the inmate will come in contact other inmates;
3. Inmates with a history of seizure disorder may not be permitted to work with equipment or in high places.

Work Conditions:

The following conditions generally apply to most inmate job assignments:

1. Job supervisors will impose *quality controls* on all work performed.
2. Inmates will not work more than 48 hours per week, except in emergencies.
3. Inmates will not supervise other inmates.
4. Inmates will not be assigned to clerical assignments that place the inmate in a position to work on or be in contact with staff or inmate, institutional, monetary, or court records. Additionally, inmates will not perform maintenance of locking systems and other detention security devices.
5. Any inmate may volunteer for work assignments or facility programs.

Good Time/Work Time Credits:

Good Time and Work Time credits are subtracted from each inmate's sentence during the Jail Time Figure procedure. Failure to perform on a work crew or any serious work related infraction of Jail Rules will result in a Disciplinary Action. Any remaining Good Time/Work Time credits may be suspended as all or part of the Disciplinary Action. Credits already earned cannot be suspended.

Safety Issues:

All job assignments will be operated in accordance with applicable federal, state, and local health and safety standards. The Corrections Lieutenant designee will maintain all required regulatory documentation.

Disabled Inmate Employment:

Inmate work crews will accommodate disabled inmates to the degree practical. Utilization of disabled inmates in a work crew is desirable when such individuals can be safely employed in specific jobs.

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Merced County Sheriff's Office

Corrections Division

Subject:	Inmates with Disabilities – Rights & Privileges	Policy Number: 10.14
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: Disabilities Act 42 USC 12131; Rehabilitation Act Section 504		

POLICY: It is the policy of The Merced County Sheriff's Office Corrections Division to comply with the Americans with Disabilities Act, 42 U.S.C. §§ 12131, *et seq.*, and section 504 of the Rehabilitation Act of 1973.

DEFINITIONS:

ADA - American with Disabilities Act

Disabled - For the purposes of coverage under the ADA, a person with a disability is defined as one whom:

1. Has a physical or mental impairment that substantially limits one or more major life activities.
2. Has a record of such impairment.
3. Is regarded as having such impairment.

ADA Division Representative (Corrections Lieutenant) - An employee of the office designate to:

1. Represent the Merced County Sheriff's Office on ADA Issues.
2. Review unresolved requests, complaints or grievances and respond on behalf of the office.
3. Supervise the ADA Coordinator

ADA Coordinator (Corrections Sergeant) - An employee of the office designated to:

1. Review applicable ADA requests, complaints or grievances and respond on behalf of the office.
2. Maintain the division's ADA files.
3. Provide training to staff on ADA issues.
4. Keep the ADA Division Representative informed of all ADA issues.

TTY/TDD - A telecommunication device that allows a hearing impaired person to use the telephone for written conversation.

Service Animal - ADA defines a service animal as any dog, individually trained to work or perform for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

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Prosthesis - A device used to replace a defective or missing part of the body.

PROCEDURE:

Inmates with disabilities are afforded the same rights and privileges as provided to all inmates of the Merced County Correctional Facilities. Accommodations will be made to provide appropriate housing, visiting, court appearance, medical care, inmate programs and transportation.

Disabled inmates may be refused participation in services, programs, or activities at a facility they may otherwise be entitled to if there is a safety concern to themselves, other inmates, public, staff, or the facility.

If an inmate is refused participation due to a safety and/or security concern, the Shift Supervisor will be notified.

Temporary disability conditions are generally not covered by ADA and certain conditions are expressly excluded from ADA coverage. Medical staff in accordance with ADA policy and procedures, and the ADA Coordinator will make this determination.

The Intake Medical Questionnaire will be used to evaluate medical condition, mental health status, and to evaluate the arrestee's need for any special accommodations as a result of a disability. This screening will be conducted to determine if the arrestee is in need of immediate medical or mental health treatment; and to provide medical and/or mental health information relating to housing, classification, and the handling of inmates.

The ADA Request for Accommodation Form may be used by an inmate to formally request accommodation for a Disability. The inmate must sign the form at the bottom and turn it in to custody staff. The form will be forwarded to the Facility ADA Coordinator. The ADA Coordinator along with the Medical Manager will review the request form and determine if the inmate is eligible for an accommodation. A decision will be rendered within 15 duty days of the receipt of the request.

ADA Division Representative Responsibilities:

1. Represent the Sheriff's Office on ADA issues.
2. Review unresolved requests, complaints or grievances and respond on behalf of the Merced County Sheriff's Office.
3. Supervise the ADA Coordinator.

ADA Coordinator Responsibilities:

1. Keep the ADA Representative informed of requests, complaints or grievances related to ADA issues.
2. Maintain an ADA file on every disabled arrestee/inmate documenting each contact in regards to their ADA needs, accommodations, and requests.
3. Provide training to staff in regard to ADA policies and procedures.
4. Initiate contact with the disabled inmate within two working days of receiving the

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Correctional Division Policies and Procedures, 10.14 Inmates with Disabilities-Rights and Privileges.
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ADA paperwork and, if necessary. The ADA Coordinator will also follow up every 10 working days thereafter to ensure the inmate has equal opportunity to participate in programs, services, and activities and to discuss any issues the inmate may have regarding their treatment, and document the meeting.

A. The ADA Coordinator and inmate may agree at anytime to suspend monthly follow-ups if there is no change in the inmate's status.

B. If the inmate needs to contact the ADA Coordinator after suspending follow-up visits, the inmate can do so via an Inmate Request Form.

5. Notify the Program Staff when a disabled inmate is housed and may require an accommodation to access program services.

6. Review claims complaints and grievances regarding disabilities.

7. Ensure complaints and grievances are finalized.

8. Confer with medical staff each month to review whether accommodations continue to be appropriate and necessary, document the interaction.

9. Audit the location and condition of the TTY/TDD machines once per month.

Medical Staff Responsibilities:

All requests for disability verification or accommodation are forwarded to medical staff for review. It is the responsibility of medical staff to verify an inmate's disability and provide custody and classification staff with housing recommendations.

Classification Staff Responsibilities:

Class staff is responsible for ensuring the inmate is housed appropriately based on the inmate's disability, and classification plan.

Classification Staff will notify the ADA Coordinator and Medical Staff when a disabled inmate is to be transferred to the other facility.

Accommodations:

Inmates with disabilities will be provided and/or made available for:

1. Housed according to their basic classification, unless special housing is required.

2. Classified to lower bunks in dormitories.

3. Transported in a Wheelchair Accessible Transport vehicle.

4. Wheelchair Accessible Visitation Area.

5. Inmate work crews will accommodate disabled inmates to the degree practical. Utilization of disabled inmates in a work crew is desirable when such individuals can be safely employed in specific jobs.

6. Availability of Communication Devices (TTY/TDD).

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- a. Custody staff will allow hearing impaired inmates to utilize a pad and writing implement as a means of communication; however, such items may be temporarily removed when the safety and security of the inmate, other inmates, or staff is at risk.
 - b. Custody staff will return the writing materials to the inmate as soon as possible after the safety or security concerns are resolved.
7. Mental Health Counselor available on a daily basis.
 8. Video Counseling with a Mental Health provider.

Sign Language Interpreters are available.

Inmates with Prosthetic Devices:

- A. As required by Penal Code Section 2656, inmates shall be allowed to retain possession of their prosthesis unless it presents a threat to the security of the facility or is an immediate risk to the safety of staff and/or others.
- B. Medical Staff must approve the use of a prosthesis by an arrestee or inmate.
- C. If an arrestee or inmate becomes combative or uses the prosthesis for other than its intended purposes, the prosthesis may be taken from the individual for only the duration of their problematic behavior. Alternate specialized housing may also be granted based on the inmate's behavior.
- D. Any prosthesis that is confiscated shall be placed in the arrestees/inmates bulk property.
- E. Depending on the reason for the removal of a prosthesis, authorization to return the prosthesis must be approved by Medical Staff, Mental Health Staff and/or the ADA Coordinator.
- F. Generally a prosthesis will be approved for use in the facility unless, in the opinion of the supervisor, it constitutes a documentable threat to the safety/security of staff or others in the facility.
- G. If there is probable cause to believe an inmate's possession of a prosthesis constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility; the Shift Supervisor shall direct the removal of the prosthesis and document the incident in an Incident Report.
- H. Whenever a prosthesis is removed from an inmate, the Medical Staff must evaluate the inmate's need for the prosthesis within 24 hours of removal.
- I. If the prosthesis is not returned, the ADA Coordinator shall:
 1. Advise Medical Staff and the inmate and specify the reason for the refusal.

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2. Document in an Incident Report the decision which was made and the reason the prosthesis was not returned.

J. If an inmate does not have prosthesis and is in need of one, Medical Staff will:

1. Evaluate the severity of the need and either approve or deny the request;
2. Provide the inmate with crutches, walker, or device, as indicated; or
3. If the request is approved, make arrangements to obtain the prosthesis.

Notifications:

The Merced County Corrections Division will ensure there is a process for all disabled inmates to be notified of emergencies, interviews, appointments, court appearances, meals, medical assessments, medication times, visiting, and other announcements and information regarding inmate services by the most effective means possible.

Communications to disabled inmates for inmate services may be provided by personal contact, placards, written notes or verbal explanations.

Grievances:

Standard Merced County Corrections Division forms and procedures will be used to file and respond to grievances. Appeals may be filed, following the general procedures outlined in the Inmate Rulebook.

Disciplinary Process:

When a disabled inmate is the subject of a disciplinary process that could deprive them of any privilege or right afforded to all other inmates, the ADA Coordinator will ensure the inmate understands the charges against them.

Removal from ADA Status:

If an inmate no longer wishes to be listed as an ADA inmate, they can fill out and submit an Inmate Request Form to the ADA Coordinator.

The ADA Coordinator will document in the inmates ADA file they no longer wish to have an ADA listing.

The request will be evaluated by the ADA Representative who will respond back to the inmate.

The ADA Coordinator can remove an inmate from ADA status if the inmate no longer requires accommodation.

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Merced County Sheriff's Office

Corrections Division

Subject:	Pro-Per Inmate Status	Policy Number: 10.15
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-9-17
Related Orders: 518 U.S. 343		

POLICY: The Merced County Sheriff's Office shall establish a set policy for allowing inmate access to legal reference material and to establish guidelines for dealing with Pro Per and Pro Se inmates.

DEFINITIONS:

In Propria Persona (Pro-Per inmates): An individual who is a principal in a criminal or civil matter, and has been authorized by a judge to act as his/her own counsel.

Legal Mail: Mail between an inmate and attorney, legal aid services, judges and clerks of federal and state courts, public defenders, district attorney, officials of confining authority, government officials, administrators of grievance systems and members of the Parole Authority.

Court Approval: Written documentation from the court granting Pro-Per status to an inmate.

Court Order: Written documentation from the court granting specific privileges to a Pro-Per inmate.

GENERAL INFORMATION:

A. Pro-Per Status

1. **Criminal:** Criminal pro-per status may only be granted by the judge presiding in the inmate's criminal case. Once criminal pro-per status has been granted by the judge and verified by the Corrections Lieutenant or designee via official court documentation, the inmate will be eligible for the privileges described in this policy. An inmate's access to pro-per privileges and status as a pro-per shall terminate upon adjudication or by court order.
2. **Civil:** An inmate requesting pro-per status under this policy in a civil matter must provide jail authorities with a non-frivolous basis. This may be reviewed by Correctional Lieutenants or their designees. Documentation can be sent to the Office of the County Counsel as necessary. Once approved, the inmate will be eligible for the civil pro-per privileges described in this policy. An inmate's access to pro-per privileges shall terminate upon adjudication, by court order, after determination by the Office of County Counsel, or as otherwise set forth below. This right is available only in limited circumstances, i.e., bringing

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habeas corpus and section 1983 actions pertaining to conditions of confinement. There is no right to assistance in generalized research, discovery or ongoing litigation. (Lewis v. Casey, 518 U.S. 343 (1996).

B. Discipline

Pro-Per inmates are expected to follow all facility rules and display good behavior while in custody. Disciplinary action shall be taken in accordance with policy when appropriate.

Prior to restricting, suspending, or altering an inmate's pro-per privileges, incidents of misuse shall be documented in the Incident Reporting System and forwarded to the shift supervisor for review. The Corrections Lieutenant will notify County Counsel. County Counsel, when appropriate, will provide notification to the court.

C. Storage

For the safety and security of the facility, and at the recommendation of the local fire marshal, supplies, paperwork, books, etc., will be limited to what can be stored in two (2) storage boxes. Legal storage boxes are subject to search for security purposes only. In the event a pro-per inmate acquires more than the allowed amount of paperwork and supplies, the inmate will be allowed to determine what items will be placed in a sealed property bag and placed with their stored personal property.

PROCEDURE:

A. Legal Materials:

1. Criminal pro-per inmates will be provided sufficient supplies to provide meaningful access to the courts. On a monthly basis, criminal pro-per inmates may request the following supplies:
 - a. Computer Access-Laptop – Only upon order from the courts
 - b. Pleading Paper (lined & numbered) – available through the courts
 - c. Subpoena forms – available through the courts
 - d. Penal Code – available upon request
 - e. Law Library Services – available through Inmate Services
 - f. Exhibit tabs – will allow to be brought in
 - g. Highlighter (yellow only) – will allow to be brought in
 - h. Writing Tablet – purchase on commissary
 - i. Envelopes-Manila – purchase on commissary
 - j. Envelopes Stamped legal size – purchase on commissary
 - k. Pens – purchase on commissary
 - l. Case file folder (paper board) – will allow to be brought in

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- m. Criminal Rules of procedures – will allow to be brought in
 - n. Rules of Evidence – will allow to be brought in
 - o. Phone Access – available in cell/dorm
2. Civil pro-per inmates may request the following supplies for the limited purposes set forth above:
- a. Pleading Paper (lined & numbered)
 - b. Law Library Services – available through Inmate Services
 - c. Exhibit tabs – will allow to be brought in
 - d. Highlighter (yellow only) – will allow to be brought in
 - e. Writing Tablet – purchase on commissary
 - f. Envelopes-Manila – purchase on commissary
 - g. Envelopes Stamped legal size – purchase on commissary
 - h. Pens – purchase on commissary
 - i. Case file folder (paper board) – will allow to be brought in
 - j. Phone Access – available in cell/dorm
3. Whether a pro per criminal defendant or a pro per plaintiff, the supplies in A1 and 2, will be provided at the inmate's expense unless the inmate is indigent, in which case the supplies will be provided at no expense to the inmate. After the pleadings stage, when the inmate is an indigent civil plaintiff, materials will only be provided at the inmate's expense. When the inmate is a civil defendant, materials will only be provided at the inmate's expense.
4. In the event a pro-per inmate has a need for additional resources and has not abused or misused the resources previously provided, he/she may request additional items, via a legal request form. All requests will be evaluated by the Corrections Lieutenant or designee.

B. Legal Research:

- 1. Indigent pro-per inmates may access legal research through Legal Research Associates (LRA) by completing a Legal Request Form.
- 2. During normal rounds, Corrections Officers will pick up the inmate Legal Request Forms. The form will be forwarded to Inmate Services.
- 3. Inmate Services will fax the form to the legal research service provider.
- 4. Mail sent to the facility from the legal research service provider will be processed by Inmate Services and forwarded to the inmate.

C. Copy Requests:

Pro-Per inmates may request copies be made of legal materials to be submitted to

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the court. Copies shall be limited to only those pleadings necessary or appropriate in order to commence or prosecute court proceedings affecting one's liberty. Inmates may request such copies be made through any Corrections Officer pursuant to facility procedures. The amount of copies shall be limited to the numbers mandated by local rules.

D. Telephone:

Criminal: Criminal pro-per inmates shall utilize the inmate telephone in their respective housing unit.

- a. All phone call are monitored and recorded. In order to block monitoring and recording of calls to specific numbers, pro per inmates must obtain a written court order specifying the telephone numbers to be blocked. Blocked calls are limited to 15 minutes each, per day, and may be limited by facility staff based on penological needs and the totality of the circumstances. Suspected or actual violation of these restrictions, facility rules, or the law, may result in the temporary or permanent revocation of phone utilization.

Civil: Civil pro-per inmates shall utilize the inmate telephone in their respective housing unit.

- a. All phone calls are monitored and recorded.

E. Mail Privileges:

1. Pro-Per inmates shall be allowed unlimited U.S. Postal Service privileges at their own expense. Their mail shall be clearly marked as "Legal Mail" and shall not be sealed until it has been inspected for contraband by corrections staff, in the inmate's presence.
2. Indigent inmates may submit a request for assistance to Inmate Services. Once the inmate is verified as indigent, Inmate Services shall supply the necessary envelopes/postage for correspondence required for the inmate's defense.
3. Corrections staff will open and inspect all incoming "Legal Mail" (as defined above) for contraband, in the presence of the inmate.

F. Limitations:

1. This policy is subject to change at any time and is intended to be interpreted consistent with law.
2. No personal rights, duties or causes of action are created by this policy.

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Merced County Sheriff's Office

Corrections Division

Subject:	Prison Rape Elimination Act (PREA)	Policy Number: 10.16
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: Penal Code 286(e), 288a(e), 293(a)		

PURPOSE:

The purpose of this policy is to maintain a program of education; prevention; detection; investigation; punishment for the perpetrator; treatment and support for the victim; and data collection in order to protect the inmate population from inmate-on-inmate sexual assault and staff sexual abuse, sexual misconduct, and sexual harassment. Additionally, the intent of this program is to create an atmosphere of trust in which staff and inmates will not tolerate such abuse and victims of such abuse will be encouraged to report such abuse and cooperate with jail authorities in the prevention and prosecution of such abuse.

POLICY:

It is the policy of the Merced County Sheriff's Office to maintain a zero-tolerance for inmate-on-inmate sexual assault and staff sexual abuse, sexual misconduct, and sexual harassment toward inmates. This policy provides a response plan universal for all instances of sexual abuse, sexual assault and sexual misconduct.

It is the policy of the Merced County Sheriff's Office to thoroughly investigate every allegation of sexual abuse and, where warranted by evidence, to implement appropriate sanctions, up to and including criminal prosecution.

It is the policy of the Merced County Sheriff's Office that retaliatory measures against employees or inmates who report incidents of sexual abuse shall not be tolerated and shall result in disciplinary action and/or criminal prosecution. Retaliatory measures include, but are not limited to, coercion, threats of punishment, or any other activities intended to discourage or prevent an employee or inmate from reporting the sexual abuse.

This policy applies to all inmates and persons employed by the Merced County Sheriff's Office, including volunteers and independent contractors.

Consensual sodomy and oral copulation among inmates is prohibited by law (Penal Code Sections 286(e) and 288a(e), respectively). Without repealing those provisions, the increased scrutiny provided by this policy shall apply only to *nonconsensual* sexual contact among inmates and custodial sexual misconduct.

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PROCEDURES:

I. DEFINITIONS:

SEXUAL ABUSE includes sexual abuse by another inmate and sexual abuse of an inmate by a staff member, contractor, or volunteer.

A. S includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
2. Contact between the mouth and the penis, vulva, or anus.
3. Penetration of the anal or genital opening of another person, however slight, by any part of the body of one person, or of any object, substance, instrument or device, into the sex organ, mouth or anus of another person.
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of any person, excluding incidents in which the intent of the sexual contact is solely to harm or debilitate rather than to sexually exploit.

B. **SEXUAL ABUSE BY A STAFF MEMBER, CONTRACTOR, OR VOLUNTEER** includes:

1. **Sexual Touching** – includes any of the following acts, with or without consent:
 - a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
 - b. Contact between the mouth and the penis, vulva, or anus.
 - c. Penetration of the anal or genital opening of another person, however slight, by any part of the body of one person, or of any object, substance, instrument or device, into the sex organ, mouth or anus of another person.
 - d. Any other intentional touching, either upon the clothing or through the clothing, or the directly (skin-to-skin) on the genitalia, anus, groin, breast,

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- inner thigh, or the buttocks of any person, with the intent to abuse, arouse or gratify sexual desire of either party.
2. Any attempted, threatened, or requested sexual touching by a staff member, contractor, or volunteer.
 3. **Indecent Exposure** - means the display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate.
 4. **Voyeurism** - means an invasion of an inmate's privacy by staff for reasons unrelated to official duties, such as peering at an inmate who is showering, undressing, or using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions, and distributing or publishing them. This paragraph does not apply to authorized inspections and procedures related to strip searches, shower inspections, etc.

C. **SEXUAL HARASSMENT** includes:

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate directed toward another and
2. Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

D. **SEXUAL MISCONDUCT**

1. As it relates to inmates, includes acts of indecent exposure, sexual disorderly conduct and exhibitionist masturbation. Any inmate who "willfully and lewdly" exposes their private parts or who touches (without exposing) their genitals, buttocks, or breasts in a manner that demonstrates it is for the purpose of sexual arousal, gratification, annoyance, or offense will be subject to a rule violation and/or to criminal prosecution.
2. As it relates to employees, any sexual behavior by a departmental employee directed toward an inmate as defined in Penal Code Section 289.6. The legal concept of "consent" does not exist between employees and inmates; any sexual behavior between them constitutes sexual misconduct and shall subject the employee to disciplinary action and/or to prosecution under the

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law. Sexual misconduct also includes, but is not limited to, conversations or correspondence that suggest a romantic relationship.

- E. **VICTIM SUPPORT PERSON** – means any person of the alleged victim’s choosing, which could include another inmate, personal friend, chaplain, or family member.

II. EMPLOYEE TRAINING

- A. All employees who may have contact with inmates shall be trained on the Sheriff’s Office zero-tolerance policy for sexual abuse and sexual harassment. The training shall include instruction related to the prevention, detection, response and investigation of inmate sexual abuse. This training class may be conducted during new employee orientation, annual training, or specially scheduled training, and included in the curriculum of the Correctional Training Academy.
- B. All employees who are assigned to investigate sexual abuse cases shall have had or will receive specialized training in conducting such investigations in confinement settings.
- C. All volunteers and contractors who have contact with inmates shall be notified of the zero-tolerance policy regarding sexual abuse and sexual harassment, and trained on their responsibilities regarding sexual abuse prevention, detection, and response.

III. INMATE EDUCATION

- A. All inmates will be provided with a copy of the Inmate Orientation Handbook which informs the inmates of the zero-tolerance policy regarding sexual abuse or sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment.
- B. Appropriate provisions shall be made to ensure effective education for inmates who are not fluent in English, are deaf, visually impaired, or otherwise disabled, as well as to inmates who have limited reading skills.
- C. An educational video and/or written information regarding this policy will be provided to all inmates in both English or Spanish, as applicable. Translation services will be provided for inmates who are illiterate or do not converse in either English or Spanish.
- D. Posters which contain key information and sexual abuse reporting telephone numbers shall be posted in designated locations throughout the facilities (i.e., all housing units, medical rooms, gymnasiums and program classrooms).

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IV. **DETECTION OF SEXUAL ASSAULT**

- A. All employees have a responsibility to protect the inmates in their custody. Every employee is responsible for reporting immediately and confidentially to the appropriate supervisor any information that indicates an inmate is being, or has been, sexually assaulted. In addition to this reporting, employees have a responsibility to assist the inmate and refer him/her to medical/mental health for evaluation. Employees shall ensure the reporting of information is done in a confidential manner.
- B. An inmate may report sexual abuse that occurs under the jurisdiction of the Sheriff's Office to any employee, volunteer, or contractor. If the person who receives the report is a non-custody employee, he/she shall immediately notify their supervisor and report the information to the on- duty Lieutenant/Sergeant.
- C. Employees are reminded that victims of sexual abuse may be seriously traumatized both physically and/or mentally. Employees are expected to be sensitive to the inmate during their interactions with him/her.

V. **SCREENING FOR APPROPRIATE PLACEMENT**

- A. All inmates shall be screened during the intake process and during the initial classification process to assess their risk of being sexually abused by other inmates or sexually abusive toward other inmates. If an inmate discloses prior sexual victimization, whether it occurred in an institutional setting or in the community, staff shall ensure that the inmate is offered a follow-up reception with a medical or mental health practitioner within ten (10) days of the intake screening.
- B. Inmates shall be rescreened when warranted due to a referral, request, or incident of sexual victimization. Victimized Inmates may not be disciplined for refusing to answer particular questions or for not disclosing complete information.
- C. The Classification Unit shall be immediately notified in the following circumstances:
 - 1. If an employee has significant concern that an inmate may be subject to sexual victimization.
 - 2. If an inmate displays predatory behavior.

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VI. SEXUAL ACTIVITY BETWEEN INMATES AND EMPLOYEES

- A. There is no consensual sex in a custodial or supervisory relationship. Any sexual activity between employees and inmates is inconsistent with the professional ethical principles and policies of the Sheriff's Office. All such allegations will be investigated.
- B. Acts of sexual abuse, sexual misconduct or sexual harassment against inmates, retaliation against inmates who refuse to submit to sexual activity, or intimidation of a witness may be a crime. Retaliation against individuals because of their involvement in the reporting or investigation of sexual abuse, sexual misconduct or sexual harassment is prohibited.
- C. All cases involving sexual abuse, sexual misconduct or sexual harassment will be referred to the appropriate investigating unit, and if appropriate, such cases will be referred to the District Attorney for prosecution.
- D. All incidents of sexual abuse, sexual misconduct, sexual harassment, and retaliatory acts against individuals for reporting incidents will result in corrective and/or disciplinary action, up to and including termination. Failure of employees to report incidents will result in corrective and/or disciplinary action.

VII. REPORTING

- A. Inmates may privately report sexual abuse, sexual misconduct, and sexual harassment; retaliation by other inmates or staff for reporting sexual abuse and sexual harassment; and staff neglect or violation of responsibilities that may have contributed to an incident of sexual abuse to any employee, volunteer or contractor. Inmates may report any concerns anonymously by dialing “#7732” from any facility telephone that they are permitted to use. Additionally, inmates may report abuse, retaliation, or harassment by writing to the Sheriff's Office or by contacting the California Attorney General's Public Inquiry Unit at 1-800-952-5225.
- B. Employees shall accept reports made verbally, in writing, anonymously, and from third parties.
 - 1. Such allegations shall be treated with discretion and, to the extent permitted by law, confidentially. Apart from reporting to designated supervisors or officials, employees shall not reveal any information related to a sexual abuse report to anyone other than those who need to know, as specified in this

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policy, to make treatment, investigation, and other security and management decisions.

2. Any verbal reports shall be promptly documented.
 3. Employees are encouraged to follow the chain of command when reporting sexual abuse of inmates. Employees not comfortable with reporting violations of this policy to their immediate supervisor may bypass the chain of command and report the allegation to any supervisor. The chain of command does NOT need to be followed.
- C. If an inmate reports having been sexually abused at another facility, the facility Lieutenant shall notify the head of that agency in writing within fourteen (14) days of receiving the allegation.
- D. If it is determined that the inmate's allegations are false, the inmate may be subject to disciplinary action. A charge of "making a false report of a crime" is appropriate if evidence discovered during the investigation would support that charge.

VIII.

INITIAL RESPONSE

- A. Employees shall maintain professional behavior when interacting with an alleged victim of sexual abuse, and display sensitivity to the potential emotional impact of the situation. All employees are reminded that this is a very serious situation. Incident-specific information shall be treated as confidential, and disclosure made only to staff who have a "need to know" and to persons and entities as permitted or required by law.
- B. Staff shall not discriminate in their response to inmates based on the inmate's sexual orientation who report that they have experienced sexual abuse.
- C. Upon learning that an inmate was sexually abused within a time period that still allows for the collection of physical evidence, the correctional employee shall:
1. Separate the alleged victim and abuser
 2. Seal and preserve any crime scene
 3. Request the victim not to take any actions that could destroy physical evidence, including:
 - a. Showering or washing

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- b. Brushing teeth
 - c. Changing or removing clothes
 - d. Using the restroom facilities
 - e. Drinking or eating
- 4. Attempt to obtain the identity of the suspect and any possible witnesses, but do not interview the victim further.
- 5. Do not attempt to interrogate the alleged suspect, unless circumstances make it unavoidable.
- D. The Facility Lieutenant shall ensure that the victim is informed that his/her name will become a matter of public record unless he/she requests that it *not* become a matter of public record, pursuant to PC 293(a).
 - 1. The advisement and the victim's response shall be memorialized in a written report.
 - 2. If the victim chooses to have his/her name remain confidential, any written report concerning the offenses must indicate that the victim requested confidentiality of his/her name pursuant to PC 293(a).
 - 3. If the victim has requested confidentiality, the victim's name and address may not be released except to specified persons as authorized by law.
- E. If the person notified is a volunteer or contractor, the responder shall be required to request the victim not to take any actions that could destroy physical evidence, and then notify correctional staff.
- F. The provision of safe housing options, medical care, and the like shall not be contingent upon the victim's willingness to press charges.

IX. COORDINATED RESPONSE

- A. All allegations of sexual abuse, including third-party and anonymous reports shall be reported to the Major Crimes Unit by the Facility Lieutenant or designee. If the victim alleges he/she was involved with or assaulted by staff, the Facility Lieutenant shall also notify the Captain of the Corrections Division who shall then determine whether to initiate a criminal and/or administrative investigation.
- B. The inmate shall be transported to the hospital for a forensic examination.

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- C. If any life-threatening injuries exist, response may include the need to request emergency transportation (i.e., ambulance). When the call is made to request an ambulance, it is critical to inform the dispatcher that the injured inmate is the victim of sexual assault.
 - 1. Medical staff shall be cognizant to maintain intact any physical evidence which may be found on the victim's person or clothing.
 - 2. Follow-up testing for pregnancy, sexually transmitted infections/ diseases and HIV will be offered as clinically indicated and will be the responsibility of the hospital.
- D. The inmate shall be assigned a custody escort who shall remain with the victim for the entire process, whenever possible.
 - 1. Gender preference should be considered when assigning a custody escort to the victim. The custody escort will ensure effective communication (i.e., complexity of the issues, language barriers, and literacy).
 - 2. The escort shall not be present in the examination room during the sexual assault examination, unless requested by the victim or hospital staff, or ordered by the Facility Lieutenant.
- D. At the time the victim is sent to the hospital, the Facility Lieutenant or designee is required to contact the Rape Crisis Center to request a Victim Sexual Assault Advocate be dispatched to the hospital.

X. VICTIM ADVOCATE AND SUPPORT PERSON

- A. Victims of the crimes listed below have the right to a Victim Advocate and Victim Support person for both the medical examination and the investigatory interview:
 - 1. PC 261 (rape)
 - 2. PC 261.5 (unlawful sexual intercourse with person under 18)
 - 3. PC 262 (rape of spouse)
 - 4. PC 286 (sodomy)
 - 5. PC 288a (oral copulation)

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6. PC 289 (forcible acts of sexual penetration)

MEDICAL EXAMINATION:

- A. In incidents where an inmate has alleged sexual assault, the Facility Lieutenant or designee shall immediately notify the Investigations Unit.
- B. The victim has a right to have a Victim Advocate present and a Victim Support person of the victim's choosing at the examination. In most cases, the Victim Advocate will be from the Rape Crisis Center.
- C. The Victim Advocate and Victim Support person may be excluded from the examination if the Facility Lieutenant/designee or medical provider determines that the presence of the Victim Advocate or Victim Support person would be detrimental to the purpose of the examination or poses a threat to the safety and security of the facility or the hospital. If a Victim Advocate or Victim Support person is excluded, the Facility Lieutenant/designee or medical provider who made the decision shall document the reason (e.g., if time for the support person to attend would result in a significant delay and/or the person requested would present a risk to the safety/security of the facility/hospital).

INVESTIGATIVE INTERVIEW:

- A. Victims of the crimes listed in Section X(A) have the right to have a victim Advocate and Victim Support person of their choosing present at any interview by law enforcement, the district attorney, or defense attorneys. The victim must be notified verbally or in writing of this right by the attending investigator or the district attorney prior to the interview.
 - a. If the investigator or district attorney determines that the presence of the Victim Advocate or Victim Support person would be detrimental to the interview, the victim support person may be excluded from the interview.
 - b. Reasons for exclusion of the Victim Advocate or Victim Support person are the same as identified above in the medical examination process.
 - c. An initial investigation by law enforcement to determine whether a crime has been committed and the identity of the suspects shall not constitute a law enforcement interview for purpose of this section.

XI.

CRISIS INTERVENTION AND RISK ASSESSMENT

- A. Upon return to the Jail, all victims of a sexual assault shall be referred to Mental

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Health Services for an urgent suicide risk assessment. Mental Health staff shall evaluate the victim as soon as practical. Until that time, the inmate shall be placed under constant and direct supervision to ensure he/she does not attempt to hurt himself/herself or others.

- B. Mental Health Services shall be responsible to monitor victims for suicidal impulses, post traumatic stress disorder, depression, and other mental health consequences.
- C. The victim shall be offered crisis intervention counseling, appropriate to the individual needs of the victim.

XII. SUSPECT PROCESSING

- A. Staff shall ensure that there is no physical, verbal, or visual contact between the victim and suspect, whenever possible. Correctional staff shall not interrogate the alleged suspect unless circumstances make it unavoidable.
- B.
 - 1. The Major Crimes Unit will be responsible for all phases of the Investigation.
 - 2. The suspect may be transported to the designated medical location for the forensic examination.
 - 3. The suspect must consent to the forensic examination or a search warrant will be sought.
 - 4. If the suspect is an employee or a non-employee staff member, immediate efforts shall be made to eliminate contact between the victim and the employee or non-employee staff member, depending on the nature and circumstances of the allegation.
 - 5. The Facility Lieutenant shall determine if the employee should be placed on administrative leave consistent with departmental policy during the course of the investigation.
- C. Substantiated allegations of conduct that appear to be criminal shall be referred for prosecution.

XIII. DELAYED REPORTING OF SEXUAL ABUSE – MORE THAN 72 HOURS

- A. If the alleged sexual assault is reported or discovered more than 72 hours after the incident, the custody supervisor shall secure the alleged crime scene, if feasible,

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and place the alleged suspect into administrative segregation.

- B. A medical opinion shall be obtained to determine whether the victim should be taken for a forensic examination. In addition, the victim should be asked if he/she retained any evidence of the assault (e.g., soiled bedding, clothing, etc.).
- C. Hospital medical staff will be responsible for conducting an examination of the victim and alleged suspect to determine the presence or absence of physical trauma, and perform follow-up testing for sexually transmitted diseases and pregnancy testing, as appropriate.
- D. The victim shall be referred to Mental Health Services for evaluation and/or counseling.

XIV. **RETALIATION**

- A. Retaliation against any employee or inmate for reporting or cooperating with a sexual abuse investigation is strictly prohibited.
- B. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy.
- C. The Facility Lieutenant shall ensure that the conduct and treatment of inmates or staff who have reported sexual abuse or cooperated with investigations is monitored for signs of retaliation for at least ninety (90) days following their report or cooperation. The Facility Lieutenant shall act promptly to remedy any such retaliation.

XV. **REPORTING TO INMATES**

- A. Following an investigation into an inmate's allegation that he/she suffered sexual abuse in a jail facility, the inmate shall be informed as to whether the allegation has been determined to be sustained, not sustained, or unfounded.
- B. Following an inmate's sustained allegation that a staff member has committed sexual abuse, the inmate shall be informed whenever any of the following occur:
 - 1. The staff member is no longer posted within the inmate's housing unit.
 - 2. The staff member is no longer employed at the Sheriff's Office.
 - 3. The staff member has been indicted on a charge related to sexual abuse within the facility.

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4. The staff member has been convicted on a charge related to sexual abuse within the facility.

This paragraph shall not apply to allegations that have been determined to be not sustained or unfounded.

XVI. DISCIPLINARY SANCTIONS FOR INMATES

- A. Inmates who are determined to have violated this policy will be disciplined in accordance with the Jail Division's Inmate Discipline policy and may face criminal prosecution depending upon the nature and circumstances of the act.
- B. An inmate's mental disabilities or mental illness shall be considered when determining what type of discipline, if any, should be imposed.
- C. An inmate may be disciplined for sexual contact with staff only upon a finding that the staff member did not consent to such contact.
- D. For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

XVII. DISCIPLINARY SANCTIONS FOR EMPLOYEES

- A. Employees shall be subject to disciplinary sanctions up to and including termination for violating this policy.
- B. Termination shall be the presumptive disciplinary sanction for staff who have engaged in sexual touching.

XVIII. DATA COLLECTION AND REVIEW

The Sheriff's Office shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation, including when the allegation has not been substantiated, unless the allegation has been determined to be unfounded. The review team shall:

- A. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.
- B. Consider whether the incident or allegation was motivated or otherwise caused by

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the perpetrator or victim's race, ethnicity, sexual orientation, gang affiliation, or other group dynamics at the facility.

- C. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.
- D. Assess the adequacy of staffing levels in that area during different shifts.
- E. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.
- F. Prepare a report of its findings and any recommendations for improvement and submit such report to the Corrections Captain, Lieutenants and PREA coordinator.
- G. An annual report shall be prepared, and shall include a comparison of the current year's data and corrective actions with those from prior years, and shall provide an assessment of the progress made in addressing sexual abuse.

XIX.

SEXUAL DISORDERLY CONDUCT

- A. By choosing to work in a jail environment, Corrections personnel have acknowledged and accepted the probability that they will face inappropriate and socially deviant behavior. While it is not possible to stop all obscene comments and conduct by inmates, neither shall ~~it~~ those comments and acts be tolerated. Acts of indecent exposure, sexual disorderly conduct and exhibitionist masturbation will not be tolerated. Any inmate who engages in such conduct shall be reported and disciplined in an attempt to eliminate and reduce the opportunity to repeat the behavior.
- B. Sexually hostile conduct shall not be ignored. Every incident shall be documented by the observing employee. If the exposure or inappropriate touching of one's genitals is reasonably considered to be unusual and bizarre behavior, a referral for a mental health evaluation shall be included in the rule violation report process.
- C. If an inmate's continued behavior requires additional security precautions, such steps shall be taken which may include, but not be limited to the following:
 - 1. Transfer to an administrative housing unit (if the behavior occurs in a group setting or inside the cell/bed area in a general population housing unit).
 - 2. Window coverings (to limit the inmate's ability to observe staff while

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engaging in the behavior). If window coverings are used, hourly security checks shall be conducted and documented.

3. Posted notification, alerting staff to the inmate's propensity to engage in indecent exposure or sexual disorderly conduct.
4. Temporary restriction from yard or other settings which may provide a venue for the behavior.
5. Substitution of activity setting to reduce the possibility of the behavior impacting staff.

XX.

MISCELLANEOUS

A. Nothing herein shall be construed to limit other personnel, civil, and/or criminal actions that may be taken by the County of Merced, District Attorney, Sheriff or any other public entity.

B. Nothing herein shall be construed as creating a duty or right of or to any person beyond that provided by law. No mandatory duties are intended to be created. The policies and procedures are guidelines.

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IMPORTANT INFORMATION FOR ALL INMATES

P.R.E.A. is **The Prison Rape Elimination Act** of 2003 (42 U.S.C. § 15601 et seq.) enacted by Congress to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies. The Act applies to all public and private institutions that house adult or juvenile offenders and is also relevant to community-based agencies.

It is the policy of the Merced County Sheriff's Office to maintain a zero-tolerance for inmate-on-inmate sexual assault and staff sexual abuse, sexual misconduct, and sexual harassment toward inmates as defined by The Prison Rape Elimination Act of 2003 (28 C.F.R. 115). It is the policy of the Merced County Sheriff's Office to thoroughly investigate every allegation of sexual abuse, and where warranted by evidence, proportional sanctions, up to and including criminal prosecution, are implemented.

This policy provides both an educational resource for inmates and a response plan universal for all instances of sexual abuse, sexual assault and sexual misconduct.

Inmates are encouraged to report allegations of abuse or misconduct using any of the following methods. There is no time limit for reporting allegations:

- Inmates may privately report sexual abuse, sexual misconduct, and sexual harassment, retaliation by other inmates or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to an incident of sexual abuse by any employee, volunteer or contractor.
- Anonymously: Inmates may report any concerns for himself, herself, or others anonymously by dialing “#7732” from any facility telephone that they are permitted to use.
- Completion of the Inmate Grievance Form
- Write a letter, phone or email to this or any other law enforcement agency.
- Report the allegation to an **officer, shift supervisor, medical staff, mental health worker or Chaplain.**
- Call the National Sexual Assault Hotline: 1-800-656-4673
- Additionally, inmates may report abuse, retaliation, or harassment by writing to the Sheriff of Merced County or by contacting the California Attorney General's Public Inquiry Unit at 1-800-952-5225.

Members of the public may report allegations of misconduct by any of the following:

- letter, phone, or e-mail to this or any law enforcement agency:
- Merced County Sheriff's Office contact information:

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Merced County Sheriff's Office
700 W. 22nd Street
Merced, CA. 95340

Merced County Sheriff's Office Main Jail
700 W. 22nd Street
Merced, CA. 95340

John Latorraca Correctional Center
2584 W. Sandy Mush Road
Merced, CA. 95340

Other resources for inmates or third parties include:

- *Rape Crisis Services: 1-866-UR-SAFE or 1-866-487-7233*
- *A.A.R.D.V.A.R.C. - Victim/Witness Assistance Center: 209-725-3515*
- *Valley Crisis Center: 209-725-7900*
- *Anonymous tip line (inside jail facilities): "#7732"*

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Merced County Sheriff's Office

Corrections Division

Subject:	Visitors with Service Animals	Policy Number: 10.18
Approved Date: 7-20-2017		Approved By: Captain Sullivan
Issued Date: 7-20-2017		Revision Date:
Related Orders: Disabilities Act 28 CFR 35.104, 35.136; PC365.5(b)		

Policy: It is the policy of the Merced County Sheriff's Office Corrections Division to allow an individual with a service animal to visit an inmate in compliance with the Americans with Disabilities Act 28 CFR 35.104 and 35.136.

Definitions:

ADA – Americans with Disabilities Act.

Service Animal – The ADA, under 28 CFR 35.104 and 35.136, defines a service animal as any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other **species** of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such a medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

If the service animal is a miniature horse, consult the Shift Sergeant/OIC to evaluate in accordance with 28 CFR 35.136(i).

Facilities – For the purpose of this policy the term facilities will refer to the Main Jail and John Latorraca Correctional Center.

Procedure:

In compliance with the California Penal Code 365.5(b), no blind person, deaf person, or disabled person and his or her specially trained service animal shall be denied admittance to visiting.

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A service animal shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

The facilities are not responsible for the care or supervision of a service animal.

Staff shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. Generally, staff may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, providing assistance with stability or balance to an individual with an observable mobility). Staff may ask:

- (1) Is the animal required because of a disability?
- (2) What work or task the animal has been trained to perform?

Staff shall not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

Animals with harnesses, packs, or any other coverings are subject to search. Any person who refuses to allow an animal to be searched for any reason shall not be provided access to the facility.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of a facility where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Exceptions – A facility may ask an individual with a disability to remove a service animal from the premises if:

- (1) The animal is out of control and the animal's handler does not take effective action to control it; or
- (2) The animal is not house broken.

If a service animal is asked to leave the facility, staff shall give the individual with a disability the opportunity to participate in visitation without having the service animal on the premises. If there is no friend or family member available to watch the service animal then that specific visitation will be cancelled.

When staff denies entry to an individual bringing an animal into a facility, or if the visitor is ordered to remove the animal after having been admitted, staff shall immediately notify the shift

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Sergeant/OIC and prepare an Incident Report. The Incident Report shall include the following information:

- (1) The name and any other identifying visitor information of the person with the service animal.
- (2) A description of the involved animal.
- (3) A description of the steps staff took to accommodate the disabled visitor and the visitor's response to those steps.

In the event the owner is arrested or otherwise unable to care for the animal, staff shall ask the owner **whom** the animal should be released to and attempt to contact that person. If nobody can be located or pick up the animal in a reasonable amount of time, staff shall contact the local animal control service.

Nothing in this policy shall discourage staff from taking appropriate steps to ensure the safety and security of the facilities, other staff, visitors, and inmates. Allergies and fear of animals are not valid reasons for denying or refusing service animals entrance into a facility.

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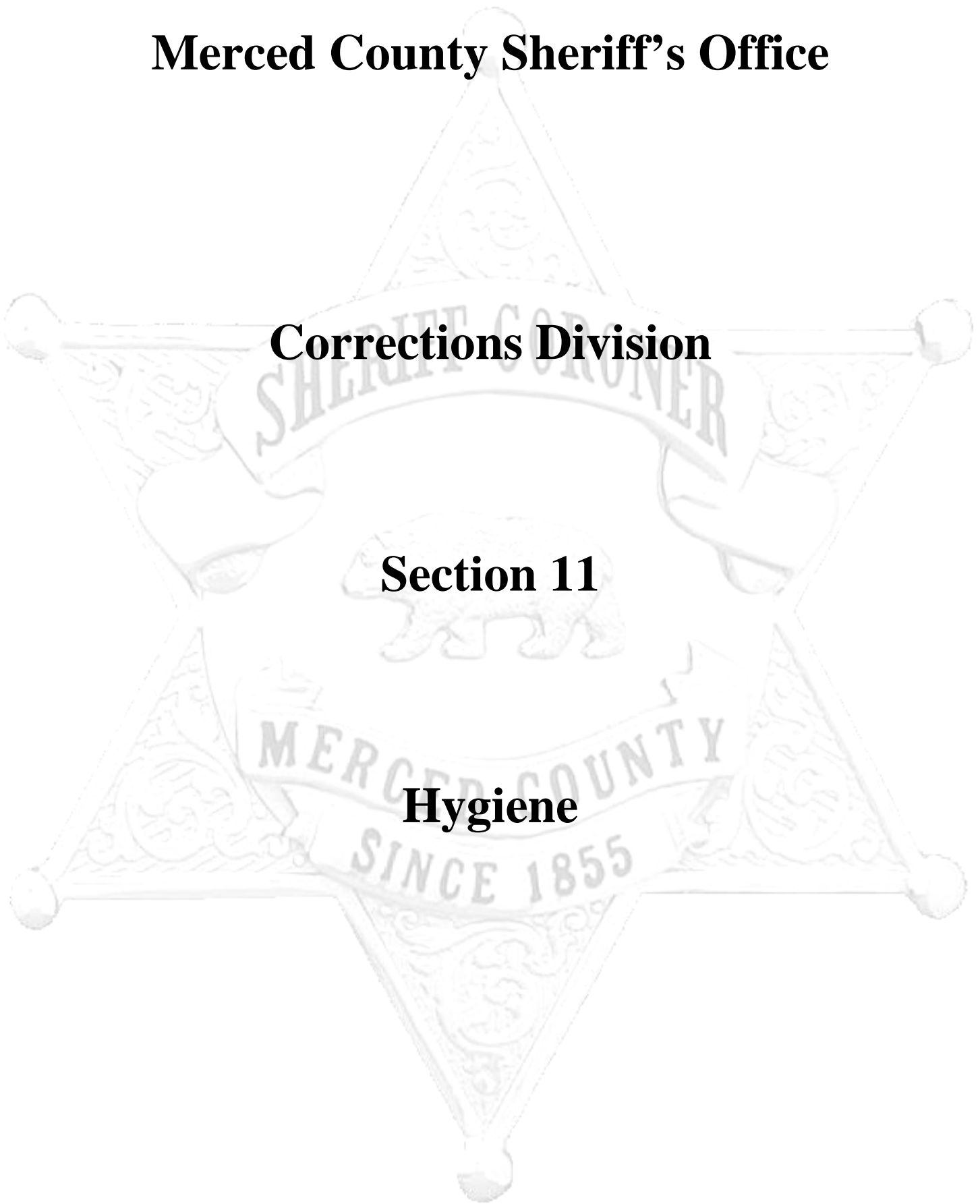
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Merced County Sheriff's Office

Corrections Division

Section 11

Hygiene



Merced County Sheriff's Office

Corrections Division

Subject:	Hygiene	Policy Number: 11.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office, Corrections Division, in order to maintain the health and well being of the staff and inmates, implements and enforces standard health practices in our Correctional Facilities.

PROCEDURE:

Inmates are required to maintain a high level of personal cleanliness and are provided the supplies and opportunity to accomplish these tasks.

Clothing:

Each inmate who is detained overnight is provided with the following standard issue:

1. One (1) clean fire-retardant mattress in good repair;
2. One (1) clean mattress cover;
3. If pillows are provided, they will be fire-retardant and a clean pillowcase will be provided;
4. Sufficient clean blankets to provide comfort under existing temperature conditions;
5. One (1) clean bath size towel.

Institutional clothing is issued to newly arriving inmates during initial processing. Items of permissible personal clothing are determined in the admission process procedures. Inmates are not permitted to retain or wear clothing specific to the opposite gender. Personal items that may not be retained by the inmates must be receipted.

Civilian clothing may be supplied, for court appearances only, by relatives, attorneys, or friends.

Laundry Services:

Laundry services are provided for inmates on an established schedule. Personal clothing items retained may be laundered in accordance with procedures developed for that purpose. Dry cleaning services are not available.

Personal Hygiene:

Personal hygiene items are issued to inmates upon admission or the next day. Hygienic items are available from staff to replenish individual supplies, as needed. Staff assures that there are sufficient quantities of such items in the unit for normal use patterns.

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Showers:

Showers are available and required on admission. In the housing areas, showers are open to inmates each day on an established schedule.

Bedding:

Bedding and linens are provided to inmates during the admission process as appropriate to the climate and season.

Exchange of linens and towels is on a schedule of not less than once a week. Mattresses and pillows remain in housing areas and are sanitized between uses.

Available Facilities:

Inmates are provided access to a shower, a working toilet, and a hand-washing sink. Each toilet is raised off the floor and capable of being flushed from the interior of the cell. Non-cell housing areas have at least one working toilet and one working hand-washing sink. Toilet fixtures and showers are of sanitary design, easy to clean, and kept clean and free of objectionable odors.

Hair Care:

Hair care services for inmates in both general population and secured housing units comply with applicable health requirements.

The Title 15 Compliance Officer develops a schedule for hair cut services. Supervisory staff may compel an inmate to shower or submit to a haircut if necessary for hygienic reasons. At the direction of the Corrections Lieutenant, hair length and style may be specified for inmates to prevent health problems and prevent the hiding of contraband in the hair.

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Merced County Sheriff's Office

Corrections Division

Subject:	Sanitation	Policy Number: 11.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office, Corrections Division provides staff and inmates with a clean, sanitary living environment consistent with applicable codes, standards, and sound detention practice.

PROCEDURE:

The Corrections Lieutenant or designee is responsible for developing, implementing, and overseeing procedures that ensure the facility sanitation plan is carried out. Ensuring high standards of housekeeping and sanitary practices is, however, the responsibility of each shift supervisor and all staff while supervising inmates.

Housekeeping Plan:

A written housekeeping plan is available for each area of the institution to include the following:

1. Cleaning schedule for the area;
2. Specific jobs for inmates and staff assigned to sanitary duties;
3. Time schedule for duty completion;
4. Specific instructions for the cleaning and/or maintenance of cells, day rooms and other common areas, floors and doors, storage areas, other departments and program areas, walls and windows, toilet and shower facilities, and equipment.

Inspection Program:

There are daily inspections of sanitation levels in all areas of the facility, in addition to security inspections; records of those inspections will be filed with the Title 15 Compliance Officer. Inmate personal property limits are enforced during inspections. No curtains, screen, paper, cellophane, cardboard, or other screening material, will be hung in the cell or on cell doors, windows, bars, or bunks because of the fire hazard and supervision obstacles that such materials present.

The officer notifies inmates of unsatisfactory cell conditions by immediately recalling them from work or programs; in cases of repeat noncompliance staff will issue an incident report and recommend disciplinary action.

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Monthly inspections of the sanitation program and equipment are conducted monthly by Title 15 Officers. To assure compliance with all applicable local laws and regulations, annual inspections by a sanitation specialists are conducted to determine facility needs, and documents progress on correcting deficiencies when reasonably practical.

Food preparation areas are inspected at least annually by health authorities. Water and sewage systems are approved by local and state health departments, as required by regulations, and concentrated efforts are made to operate in compliance with applicable regulations. Under no circumstances will an inmate produce or maintain records of these inspections. Note: state and local laws or regulations take precedence on frequency of inspections.

Maintenance Issues:

Both facilities will have an established system for reporting, responding to, and accounting for materials and labor relating to facility repairs. Maintenance of toilets, washbasins, sinks, and other equipment in the facility may be incorporated into the inmate work programs.

Unit Sanitation:

Each day the following items will be issued from unit storage areas by facility staff for inmate use:

1. Mops, buckets, and brooms;
2. Plastic container with commercial cleaner for use in cleaning toilets, showers and cells; &
3. Scrub brushes and cleaning rags.

Cleaning equipment shall be adequate and safe. The inmate is responsible for the proper use and care of these articles. A well ventilated place will be provided for storing and drying mops and other cleaning equipment.

Inmate Sanitation Responsibilities:

Each inmate is required to maintain sanitary living area conditions and is responsible for the cleanliness of their cell or living area, including walls, floors, sink, toilet, windows, and other property within the cell, room, or living area. Excessive storage of food in cells and dayrooms is prohibited. Before departing the living area each day, inmates will sweep and mop the floor of their personal living area and deposit trash in the appropriate trash container.

Isolation Cell Sanitation:

Isolation cells will be cleaned daily and as inmates are transferred or released. This cleaning includes cleaning the bed and toilet areas and mopping the floor. An assigned inmate under staff supervision will do cleaning of isolation cells. When a cell has been vacated, if not clean, the assigned inmate will clean the room after staff has searched it.

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Common Area Sanitation:

The Classification Unit identifies inmates who will be responsible for cleaning corridors and other common areas of the facility. Waxing of corridors and unit floors will be done as needed during the week. Floors will be kept clean, dry, and free of hazardous substances. The shift supervisor will inspect common areas for compliance with all sanitation standards.

Kitchen Area Sanitation:

Clean washing aids, such as brushes, dishcloths, and other hand aids will be provided for use in dishwashing operations and for no other purpose.

All counters, shelves, tables, equipment, and utensils with which food or drink comes into contact will be maintained in a clean condition and in good repair.

Water tight garbage containers with tight fitting lids will be provided in the kitchen.

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Merced County Sheriff's Office

Corrections Division

Subject:	Waste Disposal & Vermin Control	Policy Number: 11.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office, Corrections Division provides a safe, clean, pest-free environment for its staff and inmates, and implement procedures to ensure these conditions are maintained on a continuous basis.

DEFINITION:

- **Vermin** - Applied to various species regarded as pests or nuisances, and especially to those associated with the carrying of disease. Since the term is defined in relation to human activities, which species are included will vary from area to area and even person to person.

PROCEDURE:

Control of liquid, solid, and toxic waste products generated in the process of normal operations, and of pests and vermin are life safety issues in a detention setting. Liquid, solid, and toxic wastes from institutional operations are collected, stored, and disposed of in a manner that protects the health and safety of inmates, staff, and visitors, while complying with applicable regulations and statutes. Pests are controlled through a program of regular inspection and extermination.

Garbage Disposal:

Garbage and other waste disposal services are provided. Institutional methods of handling and dispensing of refuse must be in compliance with the requirements of all local and federal agencies. Trash will be deposited in containers with lids and are collected and removed in such a manner as to avoid creating a menace to health and as often as is necessary to maintain good sanitary conditions. These collections must meet the following schedule:

1. Housing areas deliver trash refuse and garbage to the designated collection point on an established schedule.
2. Food service and industrial or shop waste are delivered to the collection point on established schedules, but not less than once a day.
3. Refuse collectors pickup refuse containers on a schedule that reasonably assures that odors and excess accumulation of trash is minimized.

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Vermin Control:

The Title 15 Compliance Officers manage the vermin control program. Each facility may have a contract with a licensed pest control firm or individual who is readily available to provide vermin and pest control services. Minor pest control action such as spraying must be conducted on a monthly basis throughout the facility as determined necessary by the Title 15 Compliance Officers.

The Title 15 Compliance Officers or designee conducts an inspection of the facility under the pest control program monthly. Reports of those inspections are made and filed. Employees are required to report any observation of insects, rodents, or vermin throughout the facility. The Title 15 Officer implements corrective action.

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Merced County Sheriff's Office

Corrections Division

Subject:	Clothing, Bedding & Linen Supplies	Policy Number: 11.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office, Corrections Division provides inmates with clean clothing, bedding, and linens, appropriate for the season, on a regularly scheduled basis, in order to maintain the health, safety, and welfare of inmates.

PROCEDURE:

Sufficient bedding and linens, which are comfortable, sanitary, and environmentally suitable for confinement, will be provided to the inmate. Access to clean replacements or laundry facilities is available. The Title 15 Compliance Officer is responsible for the overall operation of the clothing issue and laundry operations.

Care of all clothing and bedding supplies issued to an inmate are that inmate's responsibility and he/she will be held accountable for its use and care. Merced County Correctional Facilities are not responsible for any personal clothing inmates are permitted to retain.

A supply of clothing, linen, and bedding is maintained that exceeds the amount needed for the facility. Proper facilities are available to provide for the storage of inmate personal clothing not permitted in Merced County Correctional Facilities. The Title 15 Compliance Officer is responsible for directing all other aspects of the exchange program.

Standard Clothing Issue:

During the admission process, inmates are provided institutional clothing that is appropriate to the climate and season, durable, properly fitted, and presentable. Additional clothing may be issued to the inmate for work assignment.

Bedding Issue:

Each facility provides for the issue of suitable, clean bedding and linens. Mattresses must be swept, aired, and sprayed with a non-toxic disinfectant quarterly or after each use, whichever comes first. Standard bedding issue for inmates include at a minimum:

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1. One (1) mattress;
2. One (1) blanket;
3. Two (2) sheets;
4. One (1) pillow;
5. One (1) pillowcase;
6. One (1) towel.

Laundry:

Clean clothing and linens are available to inmates at least once a week. There is an established location or method for laundering these items that ensures inmates have the means available to obtain clean clothing and linen. Inmates in locked units may be subject to separate procedures. Laundry exchange is on a one-for-one basis. No exchange may be made without turning in an item. Blankets are cleaned before they are reissued, and as needed. The responsibility for items issued rests with each inmate.

Replacements are made when an item has equaled or exceeded normal life expectancy, or a lost or stolen item is authorized for replacement. The inmate reimburses the facility for lost or stolen items. If items are damaged through inmate carelessness, the inmate is responsible for reimbursement.

Prior to inmate release or transfer, all items issued will be returned to the laundry exchange area to be inventoried and have their condition verified by an officer. Possession of property of another inmate, or property, which has been improperly altered, is a violation of facility rules, and will be reported in accordance with inmate discipline procedures.

Protective Clothing:

Appropriate protective clothing is issued to inmates according to their work assignment and may be exchanged as often as necessary for the assigned work. Clothing provided is suitable to the climate and season, and are durable, properly fitted, and presentable. Protective clothing is issued when authorized in writing by the supervisor, and approved by the Corrections Lieutenant. In the case of some jobs, issue of certain items is automatic with assignment to that detail. These special clothing articles may include, but are not limited to, the following:

1. Uniforms for food service;
2. Cloth aprons;
3. Rubber aprons;
4. Safety shoes with steel toes as needed;
5. Parkas or overcoats for inmates assigned outside jobs in inclement weather;
6. Overshoes or boots as required;
7. Face masks;
8. Hair nets;
9. Gloves

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Other:

No civilian clothing or staff uniforms are to be laundered or stored in a manner that allows inmates to come in contact with those items. Storage of these items is outside the secure perimeter of the facility. Storage areas for inmate clothing, bedding, and linens are provided in a secure area that prevents theft.

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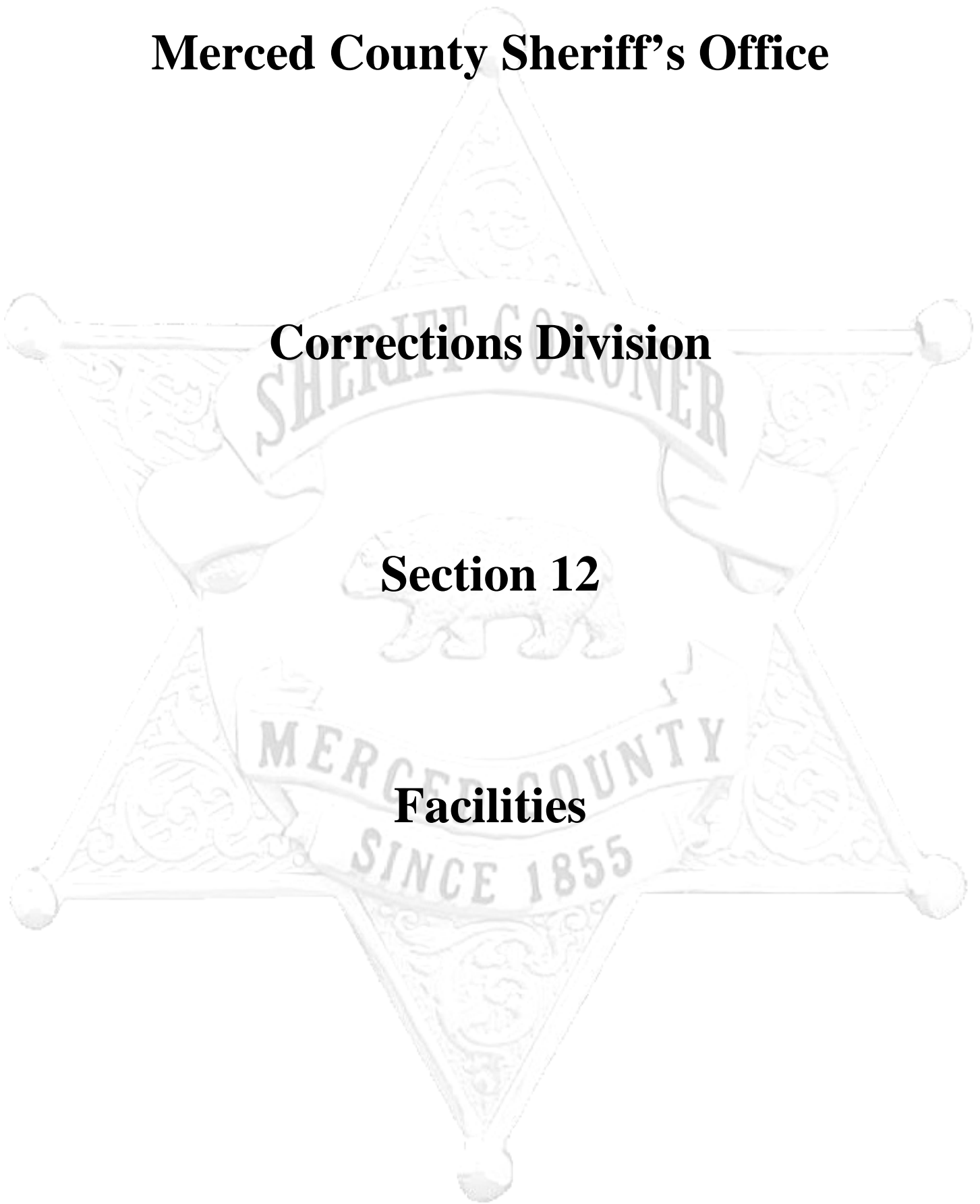
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Merced County Sheriff's Office

Corrections Division

Section 12

Facilities



Merced County Sheriff's Office

Corrections Division

Subject:	Fire Protection & Life Safety Programs	Policy Number: 12.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division provides a reasonably safe and secure detention environment for inmates and staff through compliance with applicable laws and local codes effecting fire prevention, sanitation, health, and other life safety issues within the constraints placed on the facility, the guidelines set by the California State Fire Marshall, and the need for strict security.

DISCUSSION:

Nothing in this policy is intended to prevent the use of new systems, new methods, new devices or systems, methods or devices of equivalent quality, strength, fire resistance effectiveness, durability, and safety to those set forth in this policy.

PROCEDURES:

Responsibilities of the Corrections Lieutenant:

The Corrections Lieutenant or designee develops, implements, and ensures ongoing operation of the facility based on the following areas:

1. Constraints and limitations of facility design, operation, and maintenance;
2. Fire prevention, emergency response, and life safety;
3. Fire, safety, and health orientation training for inmates and staff;
4. Placement, installation, testing and maintenance of fire protection equipment;

Program Implementation:

The Title 15 Compliance Officers are responsible for fire and life safety programs. They are responsible for scheduling, completing, or otherwise arranging for inspections, tests, and other reviews of fire and life safety programs, as required by applicable statutes and local codes. They maintain a record system that demonstrates compliance.

Housing Unit Standards:

The Title 15 Compliance Officers support facility compliance with fire and safety local codes, statutes, and policies regulating detention facilities, if any. During this process, the Administrative Sergeant and the Title 15 Compliance Officers review and incorporate any exemptions or exceptions allowed for the facility by state or other regulatory agencies.

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Corrections Division Policies and Procedures, 12.01 Fire Protection & Life Safety Programs

The Title 15 Compliance Officers inspect a minimum of 50% of the total fire and life safety systems devices, equipment, and procedures every month or more frequently, as required by law.

The Title 15 Compliance Officers also conduct inspections and reviews fire and safety procedures and devices during the performance of other duties. Inspection results are forwarded to the Corrections Lieutenant. This report documents deficiencies, actions taken to correct the deficiencies, and recommendations for improvement.

The Title 15 Compliance Officers may ask for assistance from fire officials, health inspectors, insurance risk control specialists, or other professionals in conducting these inspections and outlining recommendations.

New Construction or Renovation:

Any new construction or renovations undertaken by the Merced County Corrections Facilities complies with the minimum standards established by the State, State and local Fire Marshals, Public Works, or other governing authorities.

Contractor Maintenance Safety:

The Title 15 Compliance Officers encourage compliance with other life safety requirements regarding renovation and maintenance of potentially hazardous areas, storage and use of hazardous materials, equipment installation and use, and other safety related issues. Administrative Sergeant and the Title 15 Compliance Officers may issue guidelines assuring that staff avoid the use of combustible supplies and controls the accumulation of combustible trash and other hazardous materials.

The Farm Shop Manager and the Title 15 Compliance Officers controls and monitors any contractors on premises that utilize welding or cutting. A fire watch is implemented in order to detect any sparks or brands. Combustibles will be removed from the area prior to welding or cutting, and the area will be wet-down, if possible. The fire watch remains in place for one hour after welding and cutting operations cease.

Training:

Personnel are trained in fire response, evacuation, and fire management plans related to their duty assignment. Training of staff for emergency situations is provided upon initial employment. Fire prevention and control, and emergency plan execution training is incorporated in the STC Corrections Officer CORE as well as advanced training. Advanced training includes staff and inmate (if used) fire crew drills in the use of fire fighting equipment, standpipes, fire extinguishers, self-contained breathing apparatus (when available), etc.

Life safety training for officers and staff covers emergencies such as the following:

1. Response to assaults;
2. Reaction to willful setting of fires;
3. Control and use of hazardous materials;

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Corrections Division Policies and Procedures, 12.01 Fire Protection & Life Safety Programs

4. Response to suicide attempts;
5. Response to medical emergencies;
6. Control of smoking or incendiary materials;
7. Smoke inhalation situations;
8. Avoiding delays in accessing emergency personnel, resuscitation equipment, and in performing CPR;
9. Weather and other natural emergencies.

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Merced County Sheriff's Office

Corrections Division

Subject:	Safety & Health Inspection	Policy Number: 12.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division provides reasonably safe, secure, healthy, and structured housing conditions for inmates and conduct periodic safety and health inspections in compliance with applicable regulations, statutes, and standards.

PROCEDURE:

Periodic inspections are separate and distinct from security and fire / life safety inspections discussed elsewhere in these policies and procedures.

Internal Inspection Program:

Regular internal inspections for health and safety procedures are conducted to ensure compliance with applicable state, and local codes or regulations. The Administrative Sergeant and the Title 15 Compliance Officers serve as coordinator of this inspection program. This program focuses on the following:

1. Cleanliness, and orderliness of housing, work, recreation, and food service;
2. Proper operation and condition of all security devices such as locks, doors, viewing windows, and electronic monitoring devices;
3. Proper operation and function of all lighting, ventilation, and heating equipment;
4. Condition and operation of equipment, tools, and security devices;
5. Storage and security of all cleaning supplies and other potentially toxic materials of any type, when not in use;
6. Operation and condition of plumbing equipment including toilet, bathing, washing, and laundry facilities;
7. All supplies are provided in the proper quantities for the completion of the mission or assignment.

Records:

Records and reports necessary for the documentation of the safety & health program are the responsibility of the Administrative Sergeant and the Title 15 Compliance Officers. This documentation may include but not be limited to the following:

1. Plans, drills, and inspection reports;
2. Maintenance reports;
3. Evacuation plans;
4. All required reports by code or regulation.

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Daily Inspections:

All Corrections Officers are required to make visual safety & health inspections of their assigned work areas daily. Officers performing these inspections should make immediate corrections when and wherever possible. Those conditions requiring more detailed corrections should be reported to the shift supervisor, who notes discrepancies and correct them if possible. If, the situation cannot be repaired within the shift supervisor's scope of authority, he makes a report to the Title 15 Compliance Officers. The Title 15 Compliance Officers insure that major hazards or safety issues are corrected immediately, and keeps these reports on file. Lesser hazards or safety concerns, or those items requiring resources outside of the Title 15 Compliance Officer's scope of authority will be reported to Public Works Department in writing, with a Work Order request.

When performing safety inspections of areas such as food preparation area, it is advisable to have the supervisor of that department, or his/her representative, present. This simplifies access to locked areas and assists in determining the appropriateness of the issues being raised. Also, the area supervisor can assist in assuring the immediate corrections are made.

Weekly Inspections:

The Title 15 Compliance Officers and area supervisors conduct weekly safety and health inspections to monitor the effectiveness of the facilities safety and health prevention program. The purpose of this inspection is to independently:

1. Examine compliance with applicable health and safety codes, regulations and departmental policies;
2. Evaluate cleanliness and procedures during food preparation;
3. Check food preparation and storage temperatures;
4. Review solid waste disposal practices;
5. Review vermin and bug control;
6. Review sewage disposal practices;
7. Review pest control practices;
8. Check work and security practices that utilize tools, cleaning equipment, and chemicals;
9. Review all work assignments and work areas;
10. Document existing deficiencies and provide leadership in making change; &
11. Look for safety and health practices that can be improved upon.

All deficiencies noted must be corrected within two working days of the inspection, if not corrected *on the spot*.

Annual Review Requirements:

Annually, the Title 15 Compliance Officers conduct and document compliance with applicable laws and regulations related to safety, sanitation, and health.

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Following this inspection and receipt of the report, the Title 15 Compliance Officers make every effort to correct deficiencies noted, or document the reason for the apparent deficiency. When deficiencies are corrected, the Title 15 Compliance Officers confirm the actions taken in writing, along with any explanations regarding any remaining items.

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Merced County Sheriff's Office

Corrections Division

Subject:	Fire Prevention	Policy Number: 12.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office

Corrections Division takes precautions to prevent fire in our facilities and to respond quickly and efficiently when a fire does occur.

PROCEDURE:

The most important aspect of an effective fire protection program is *prevention*. The Title 15 Compliance Officers are responsible for Merced County Correctional Facilities fire prevention efforts. Although the Corrections Lieutenants hold the ultimate responsibility for fire prevention and fire fighting, all employees of the facility are alert to fire hazards and prevention opportunities. Employees must constantly be alert for fire hazards, such as:

1. Altered electrical outlets;
2. Overloaded electrical units;
3. Outdated or frayed extension cords;
4. Inmates intent on starting a fire;
5. Any evidence of burning or scorching;
6. Improper trash storage or accumulation in cells and other facility areas;
7. Grease accumulation in the kitchen;
8. Contraband or unauthorized use of such items as matches, cigarette lighters, other smoking materials, etc.;
9. Unauthorized or uncontrolled open flames or flammable materials;
10. Cutting or welding activities.

Combustible materials are stored in metal lockers or containers and kept away from wood, paper, etc. Inmates are not permitted to maintain, in secured housing units, extension cords, electric cooking and heating devices, make shift wiring, etc.

Inspections:

Employees make fire prevention a basic part of their daily activities by detecting, reporting, and correcting fire hazards immediately. In addition to ignition hazards listed above, employees must check fire control and fire fighting equipment including fire extinguishers, stand-pipe hoses, automatic sprinkler systems, smoke detectors, and self-contained breathing apparatus equipment periodically. A quarterly fire hazard inspection is conducted by the Title 15 Compliance Officers using a fire hazard inspection checklist, which is evaluated and revised as necessary each quarter, in

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conjunction with the inspection. The local Fire Marshal will inspect the facility annually, or as dictated by code.

Fire Prevention Program:

The Corrections Lieutenant designee develops:

1. Procedures for detecting, reporting, suppressing, and extinguishing fires;
2. Avoiding conditions that could lead to explosions;
3. Fire department notification and access procedures, including familiarization tours and inspections;
4. Applicable national, state, and local fire protection codes, policies, procedures, etc;
5. Procedures for protecting human life during fires, riots, and other emergencies.

Emergency Exits:

The Title 15 Compliance Officers inspect all exits on both scheduled and random basis to ensure that they meet applicable codes and standards by observing:

1. Marking of exits in contrasting color;
2. Visibility of exits and exit markings during normal operating conditions and under emergency power;
3. Size, number, and width of exits and emergency doors;
4. Egress illumination during electrical outages;
5. Access to exits open in the direction of traffic, in an unobstructed manner;
6. Procedures for opening cell and other doors during emergencies;
7. Emergency release procedures for exit doors;
8. Travel distances to exits;
9. Means of securing inmates as they exit the facility during a fire emergency.

Fire Extinguishers:

The Title 15 Compliance Officers assure that fire detection and fighting equipment is properly tested and maintained. The Title 15 Compliance Officers maintain inspection records supporting this responsibility. Extinguishers are conspicuously located, mounted where they are readily available, not obstructed, or obscured from view. In any new construction, extinguishers will be placed in appropriate locations.

Fire extinguishers are marked as to type and/or category of fires they are made to control. The proper type of extinguisher for each of the three fire classifications is as follows:

1. Class A Fires - Pressurized water, anti-freeze, or foam.
2. Class B Fires - Carbon dioxide, or dry chemical.
3. Class C Fires - Carbon dioxide or dry chemical.

Extinguishers are inspected for charge level and tampering monthly. This is in addition to informal inspections conducted by shift supervisors during normal tours of duty. Inoperable extinguishers

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will be repaired or replaced immediately. Every extinguisher has a durable tag securely attached, showing last inspection, maintenance, or recharge date, and the initials or signature of person who performed the check or service.

A fire equipment contractor hydrostatically tests extinguishers at five-year intervals to determine the level of charge retention capability and the balance of the chemical contents.

Emergency Power and Lighting:

Emergency power backup and smoke detector systems are operated according to applicable standards as determined by the Title 15 Compliance Officers. Title 15 Compliance Officers with the assistance of the Public Works Department will test emergency power generators weekly and emergency lighting and electrical equipment at least monthly. A report of test findings will be forwarded to the Corrections Lieutenant.

Fire alarms:

The Title 15 Compliance Officers implement testing and maintenance procedures to ensure that fire alarms operate properly and reliably. The Title 15 Compliance Officers inspects twenty-five percent (25%) of the total fire alarms every quarter or more frequently, as required by law. The fire department will be notified in advance of alarm tests.

Automatic sprinkler systems:

The Public Works designee will establish and monitor a program to ensure that automatic sprinkler systems within the facility are maintained properly.

1. A weekly inspection of the automatic sprinkler system includes the following:
 - a. All water supply valves will be visually inspected. All valves should remain in the “open” position and locked to prevent unauthorized shut down.
 - b. Sprinkler heads will be visually inspected to ensure they are not blocked and in good condition. 18 inches of clear space must be maintained.
 - c. Fire hydrants and fire department connections will be checked to ensure that they are visible and accessible.
2. A monthly inspection of the automatic sprinkler system includes the following:
 - a. A two-inch drain test will be performed and water pressure readings compared to previous readings for each sprinkler riser.
 - b. Water flow alarms and fire pumps will be tested. The fire department will be notified in advance of any water flow test.
3. An annual inspection of the automatic sprinkler system includes the following:
 - a. All water supply valves and hydrants will be exercised for one complete cycle and lubricated per manufacturer’s specifications.
 - b. Dry-pipe systems will be tripped and anti-freeze loops will be tested. This testing is

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scheduled to take place during the fall season, prior to any anticipated freeze dates.

Temporary Sprinkler Outages:

During sprinkler outages, it is the responsibility of the Title 15 Compliance Officer to:

1. Notify Public Works and all shift supervisors and of the outage;
2. Ensure that contractors install temporary piping and/or use methods to minimize the duration of the outage;
3. Notify the fire department and the insurance carrier immediately when the system is shut down, and again when it is restored.

No sprinkler system component may be shut-off without Title 15 Compliance Officers approval.

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Merced County Sheriff's Office

Corrections Division

Subject:	Control & Use of Hazardous Materials	Policy Number: 12.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division controls *flammable, toxic, and caustic materials* in order to enhance its safety.

DEFINITIONS:

- **Flammables** - Any product that will ignite when in contact with a flame or spark, at or below 100 degrees Fahrenheit.
- **Toxins** - Very unstable, poisonous substances of metabolic activity when introduced into body tissue.
- **Caustics** - Materials that are able to burn or corrode persons or objects by chemical reaction.
- **Poisonous materials** - Any substance capable of destroying the life or health of humans, animals, or plants.

PROCEDURE:

Controls of flammable, toxic, caustic, and poisonous materials are provided through an organized system of procedures and practices that address *acquisition, storage, and use of such materials*. The Title 15 Compliance Officers and Inmate Services Supply designee are responsible for the accountability, control, and issue of hazardous substances and appoint staff personnel to carry out these responsibilities.

Procurement:

Effective procurement controls are the first major step in the control of hazardous materials. The Title 15 Compliance Officers review and approve the procurement of any hazardous substance within the Merced County Corrections Facilities. Employees involved in the purchase or supervised use of hazardous products will exercise care. The following products are classified and controlled as *hazardous*:

1. Gasoline;
2. Insecticides;
3. Lye and other poisonous substances;
4. Anti-freeze;

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5. Caustic acids;
6. Yeast;
7. Explosives;
8. Cleaning fluids;
9. Pharmaceuticals;
10. Paint thinners;
11. Flammable materials with a flash point below 100 degrees Fahrenheit.

Hazardous substances are to be delivered outside the secure portion of the institution and under direct supervision of staff.

Material Safety Data Sheets:

Material Safety Data Sheets (MSDS) for all hazardous materials are maintained in the Shift Sergeant's Office. This information must be readily accessible and is available for review, reference or when an incident occurs. This data has critical information on hazardous properties, safe use, and first aid for exposed victims.

Storage, Issue & Control:

Storage facilities for flammable and potentially explosive items must be in accordance with recommendations and instructions of State and local Fire Marshals. The following recommendations are reviewed prior to storage of flammable materials and explosives:

1. Flammable or combustible liquids will be kept in tightly covered containers when not actually in use.
2. The quantity of a flammable or combustible liquid that may be located out of an approved storage room, cabinet, or near an inmate housing unit will not exceed 55 gallons, if all the liquid is in one portable container.
3. Poisonous, caustic, and toxic materials will be stored inside securely constructed, locked rooms accessible only to employees.
4. Inmates including inmate workers will not have direct access to hazardous materials storage facilities.
5. Hazardous materials will be issued to inmates on an as needed basis and accounted for when returned to storage at the end of the work period.
6. No inmate is permitted to use or possess hazardous materials, except under the supervision of a staff member.

Inspections:

As part of the inspection system, the Title 15 Compliance Officers will inspect all storage areas and inventories of hazardous materials in Merced County Corrections Facilities.

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Use of Flammable Materials:

Under no circumstance is gasoline to be used for cleaning. Approved solvents, kerosene, or other cleaning liquids with a flash point above 100° Fahrenheit may be used. Cleaning of metal parts or equipment may not to be accomplished in open buckets in confined areas. In areas where flammable liquids with flash points below 100° Fahrenheit are used, ventilation is provided at a rate of not less than one cubic foot of air per minute for each square foot of solid floor area. In such instances, inmates will not have access to tobacco products, open flame, or fire producing products.

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Merced County Sheriff's Office

Corrections Division

Subject:	Hazardous Material Plan	Policy Number: 12.05
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Policy 412		

POLICY: Merced County Sheriff's Office Corrections Division provides staff with procedures and materials necessary to respond swiftly and safely to incidents involving uncontrolled release of hazardous materials.

PROCEDURE:

Incidents involving hazardous material effect the management and control of correctional operations. Under such circumstances, total evacuation of the detention facility could be appropriate. Therefore, proximity of transportation routes traveled by vehicles moving hazardous materials, as well as nearby businesses that may have a hazardous material incident is taken into consideration.

Notification:

The following staff will be promptly notified of the existence of a hazardous material incident in the order indicated:

1. Shift supervisor notifies Dispatch and other authorities as indicated below;
2. Shift Supervisor or OIC notifies off-duty support staff required to respond in such operations to report to duty;
3. Shift Supervisor or OIC notifies Corrections Lieutenants and Sheriff's Administration.
4. California Emergency Management Agency 1-800-852-7550. (HS 25507)
5. Merced County Hazardous Material Unit 209-381-1100.
6. Merced County Fire Department 911.
7. PG&E First Responder 1-888-743-4911. (natural gas leak)
8. California Highway Patrol 911.

Shift Supervisor Notification: *(Refer to Merced County Sheriff's Office Policy 412.)*

Required Information:

1. Date and time of spill, release, threaten of release.
2. Location of threatened involved waterway or storm drain.
3. Substance, quantity involved and isotope.
4. Chemical name (if known).

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Containment:

After release of a hazardous substance, immediate containment measures focus on limiting the spread of the substance and minimizing exposure to staff and inmates. This includes restricting access to the point of origin, if readily accessible. Close off ventilation, water, and drain systems; and reduce spread into the housing units of the facility, where possible. The detention staff cooperates fully with hazardous material experts, while maintaining control over inmates.

Evacuation:

The decision to evacuate, in case of a critical hazardous material incident, is made by the Shift Supervisor, OIC or senior official on site in consultation with the Corrections Lieutenant, and outside hazardous material experts. If the Corrections Lieutenant is unavailable, the Shift Supervisor takes steps to secure additional security personnel to assist with inmate movement.

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Merced County Sheriff's Office

Corrections Division

Subject:	Facility Structure	Policy Number: 12.06
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office, Corrections Division provides the facility population with adequate housing areas, while maintaining a safe living and working environment.

PROCEDURES:

Facility Standards:

Merced County Corrections Facilities are required to provide and maintain, at a minimum:

1. Lighting in housing units, dayrooms and activity areas must be sufficient to permit easy reading by a person with normal vision, and shall not be less than 20 footcandles (215.2 lux) at desk level and in the grooming area. Lighting shall be centrally controlled and/or occupant controlled in housing cells or rooms. Night lighting in these area shall be sufficient to give good visibility for purposes of supervision;
2. Forced air ventilation in sleeping and activity areas of the facility;
3. A temperature within 65 and 80 degrees Fahrenheit in sleeping and activity areas, dependent upon time of year;
4. Drinking fountains in all facility cell and activity areas, unless potable water is available in the cell washbasin;
5. Working toilets and washbasins on a ratio of one (1) to every 10 inmates;
6. Working showers on a ratio of one (1) to every 20 inmates and provide hot and cold water;
7. Two (2) 30 minute sessions of visitation in a designated visiting area each week per inmate.

General Facility Areas:

Merced County Correctional Facilities comply with the minimum dimensions for the following areas:

1. Single Occupancy Cells. Each single occupancy cell is 60 square feet of floor area with a ceiling of at least eight (8) feet and a minimum width of six (6) feet. A bunk, lavatory, table, and seat are available in each single cell.
2. Double-occupancy Cells. Double-occupancy cells allow 70 square feet of floor area per occupant in bunking areas, with a ceiling height of no less than eight (8) feet and a minimum width of six (6) feet.
3. Dormitories. Dorms contain a minimum of 50 square feet of floor area per inmate for a

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single-bed unit; a minimum of 70 square feet for a double-bed unit; and a minimum of 90 square feet for a triple-bed unit and have a minimum ceiling height of eight (8) feet. Be designed for no more than 64 inmates and no fewer than four (4) inmates. Dayrooms are not required for dormitory housing.

4. Sobering Cell. Three (3) special purpose cells are available for detaining persons under the influence of drugs or alcohol. Contain a minimum of 20 square feet of floor area per inmate. Be no smaller than 60 square feet and have a ceiling height of eight (8) feet or more. The cell contains flushable drains, lavatory, a high security light fixture, forced air ventilation, and privacy wall. Toilets and washbasins must be provided in a ratio of one (1) to every eight (8) inmates. This room is not required to be provided with a day room.
5. Private Interview Room. A private interview room will be available for use by attorneys and for interrogation of prisoners by law enforcement agencies.
6. Medical Area. An area is provided to a physician for sick call, examination of patients, and routine medical treatments.
7. Control Center. A secure control center, manned around the clock, provides good visibility to the facility through physical observation or electronic surveillance.

Separate housing is available for females and males within Merced County Correctional Facilities.

Facility Safety:

In case of a power failure within the facility, an emergency power source activates security and evacuation devices, as well as perimeter lighting. All electronic locks must be able to operate manually. The use of padlocks or chains to secure cell areas is prohibited.

Exit signs will be provided at each exit and illuminated continuously.

The capacity of each cell or housing area follows the state minimum standards in order to maintain a reasonably safe environment in case of emergency evacuation.

New Facility Construction:

Any new facility construction or renovation - complies with minimum standards established by state mandate.

Testing Of Emergency Equipment and Procedures:

The emergency power source will be tested for operation and condition no less than quarterly. Electronic locks will be tested for manual operation no less than quarterly. Emergency lighting is tested for operation and condition no less than monthly. Lighted exit signs are inspected and tested weekly.

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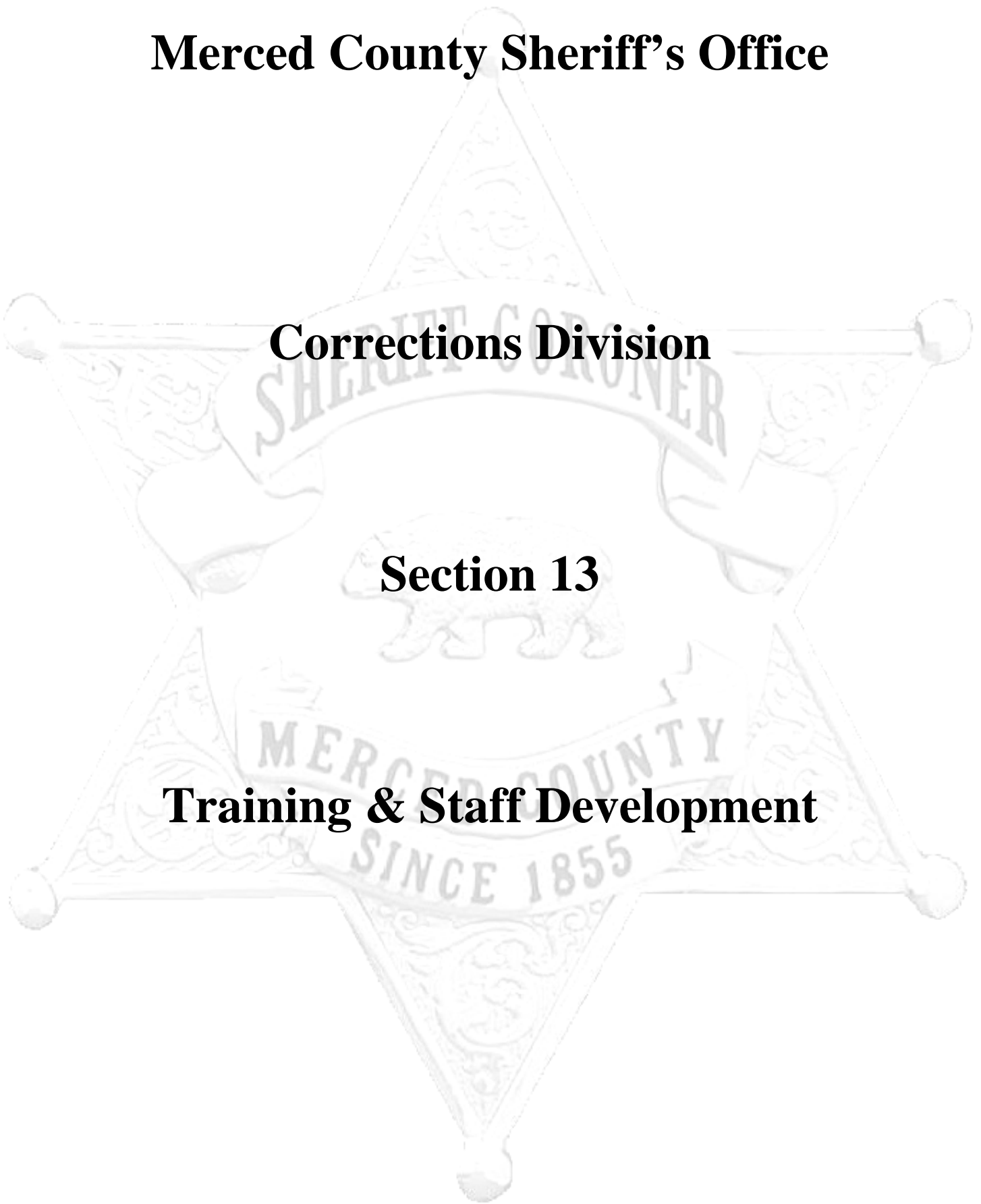
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Merced County Sheriff's Office

Corrections Division

Section 13

Training & Staff Development



Merced County Sheriff's Office

Corrections Division

Subject:	Training Organization	Policy Number: 13.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division provides training to ensure standard procedures and regulations exist regarding the development and enhancement of correctional personnel to the highest level of skill, knowledge, and professionalism. The Merced County Sheriff's Office shall ensure training procedures meet department, county, state statutes, and Standards and Training for Corrections (STC) regulations regarding the training of personnel.

Attendance:

Training in any category is an important aspect of an employee's career. Attendance at scheduled training is mandatory. Authority for reassignment of training dates must come from the Training Coordinator.

Employees who cannot fully participate in training will be sent home and must provide a Doctor's note to their respective Lieutenant. It shall be the employee's responsibility to notify the Training Coordinator and their immediate supervisor in any instance in which they cannot fully participate in training. Employees will not receive credit for training that they cannot fully participate in. An employee must make up any training blocks that are incomplete before the end of the physical year (July 1 through June 30). Employees who cannot meet this requirement will be charged sick time to reconcile the incomplete training days and maybe removed from duty until they meet compliance regarding required training.

Dress Code:

The dress code for training is casual / professional when the duty uniform is not required. Clothing that promotes ideas or a subject matter that conflicts with law enforcement values is not permitted. No tank tops, high cut shorts, sandals, flip-flops or cut-off shirts that reveal the employee's mid-drift are permitted. Shorts are permitted for training when specified, but must be worn in good taste and cover the employee's mid thigh area.

The Training Coordinator shall notify staff of specific dress code and equipment requirements on the course announcement. Staff that do not comply with these requirements will be removed from training, sent home, and not receive credit for that specific day.

Behavior:

Employees will conduct themselves professionally at all times while attending training. Staff that exhibits insubordinate behavior or behaviors that intentionally disrupts the instructor(s) or sabotages the course will be removed from training and may be subject to formal discipline.

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PROCEDURE:

1. Annual Training will be planned and coordinated by the Training Coordinator in accordance with directives as set forth by the Office, County, State Statutes, and STC to ensure full compliance with regulations. In addition to these requirements, the following protocol must be adhered to in the administration of the Annual Training plan.
2. Proficiency training must be monitored by a certified weapons or weaponless defense instructor. Training and proficiency must be documented.
3. Remedial training for those employees who are unable to meet qualification standards with an authorized weapon, impact weapon or less than lethal weapon must be available before the end of the fiscal year.
4. Training in the use of the control holds and similar weaponless control techniques with a potential for serious injury are included in the Annual Training Plan use of force curriculum.
5. An employee's training file must be updated following participation in training.
6. A training record (roster) of each course conducted is maintained and should minimally include: lesson plans, participant names, date of training, hours completed, and performance of individual participants as measured by tests if administered.
7. The Corrections Lieutenant in conjunction with the Training Coordinator shall ensure the Corrections Division has the necessary space and equipment.

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Merced County Sheriff's Office

Corrections Division

Subject:	Facility Training Officer Program	Policy Number: 13.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division ensures that all entry-level staff receives sufficient training as it relates to Policy & Procedures, General Orders, Human Resource information, and operation of Jail Management System, video operations, facility operations, officer safety techniques, and chain of command to assist in maximum job efficiency.

Responsibilities:

The Training Coordinator shall develop the Facility Training Officer Program Appraisal System. Facility Training Officers (FTOs) will participate in the development and delivery of training. Training shall be developed in such a fashion that it gives staff sufficient information to maximize job performance.

The Facility Training Officer Program shall minimally include the following topic areas:

1. Policy / Procedures
2. General Orders
3. Office Structure and Chain of Command
4. Human Resources information and facility tours
5. Staff responsibility and working conditions
6. Department Forms
7. Jail Management System
8. Officer Safety Training

Appraisals:

Appraisal Forms are used to give feedback on training to the trainee, as well as inform the Training Coordinator on the progress of the trainee.

Appraisal Ratings:

1. Unacceptable Performance
2. Marginal Performance
3. Meets Standards
4. Not Responding to Training
5. Not Observed
6. Needs Remedial Training

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Merced County Sheriff's Office

Corrections Division

Subject:	C.O.R.E. Training	Policy Number: 13.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: PC832; 15 CCR 169-185		

POLICY: Merced County Sheriff's Office Corrections Division, in cooperation with the Merced College, provides new staff training necessary to teach and develop the basic skills and knowledge of entry-level line-staff personnel as it relates to the performance of job tasks and to meet established standards defined in Title 15 CCR, Sections 169-185 as set forth by the Corrections Standards Authority (CSA), Standards and Training for Corrections (STC) Division.

PROCEDURE:

While attending Core Training, Corrections Officers shall be classified as "Cadets." Supervisory responsibility for cadets under this classification shall be the responsibility of the Training Coordinator.

Attendance in Core Training is mandatory for cadets. **Cadets will not miss any of the hours included in this category of training.** All cadets must complete make-up hours, if a need occurs that requires the cadet to miss course hours, the cadet must make-up the hours before course certification and course completion can be granted.

During this portion of training a cadet may be released from duty if they fail to meet minimum standards in any of the defined topic areas as set forth by Department Policy, State Statutes and STC.

Core Training categories and course completion requirements are defined minimally in the following topic areas:

1. 832PC Firearms, 24 hours, successfully complete course of fire in testing phase
2. 832PC Powers of Arrest, 40 hours, successfully complete skills test and successfully complete written examination.
3. Correctional Core Academy, 176 hours minimally, successful completion of all behavioral skills tests, written skills test, and unit exams. Recruits must also receive a favorable final evaluation from the Recruit Training Officer and complete the following certification courses included in this training:

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Supplemental Core Training:

1. Oleoresin Capsicum Pepper Spray Certification
2. Baton Certification
3. Taser / Pepperball Certification
4. First Aid, CPR & AED Certifications
5. Prison Rape Elimination Act (PREA)

Responsibilities:

Development, administration and delivery of Core training shall be the responsibility of the Training Sergeant and the Academy Coordinator. The Training Coordinator shall be responsible for the following duties as it relates to Core Training:

1. Development and revision of the Adult Correctional Core Academy course certification to meet current standards defined by the STC program.
2. Act as the Cadet Training Officer for the Adult Correctional Core Academy and perform all duties required in coordination and administration as it relates to the delivery of this program.
3. Provide final cadet evaluation and training summary for participating agencies, STC, and Merced College.
4. Act as a liaison between Merced College, participating agencies, and STC.

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Merced County Sheriff's Office

Corrections Division

Subject:	Advanced Officer Course	Policy Number: 13.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division provides staff with training necessary to develop the knowledge and skills of Corrections Officers to the highest level of performance and professionalism, in accordance with California Penal Code (P.C.), and Standards in Training for Corrections (S.T.C). Corrections Officers shall be required to minimally complete 24 hours of STC certified training annually to maintain compliance.

PROCEDURE:

The Annual Training Plan (ATP) will be developed fiscally based on local and State (STC) standards. Annually, the training plan shall minimally include mandatory training in the following topic areas:

1. Defensive Tactics / Use of Force including all weapons
2. Firearms Training and re-certification
3. CPR, First Aid updates with re-certification occurring every two years
4. Emergency Vehicle Operators Course (EVOC)
5. Medical Issues including Suicide Prevention
6. Emergency Preparedness including; Fire and Life Safety training
7. Less Lethal Weapons training and re-certification occurring biennially for S.E.R.T. Team Members

Annual Training Plan:

The Annual Training Plan shall be planned, developed, and updated by the Training Coordinator. The Corrections Lieutenant will have the final authority to grant approval of this plan annually.

The Annual Training Plan shall include specific training dates, topics, and hour requirements pertaining to each block of training.

The Annual Training Plan is developed, evaluated, and updated based on an annual needs assessment

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that identifies current job-related training needs. These training needs are as follows:

1. Assignment / Position Requirements / Procedural Changes
2. Professional Development
3. Current Correctional Issues
4. New Theories, Techniques and Technologies

When preparing the annual needs assessment, the Training Coordinator shall obtain information regarding the training plan from the following sources:

1. Observation and analysis of job components
2. Legislative Mandate
3. Supervisory and managerial surveys regarding training needs
4. Observation and critique from Facility Training Officers
5. Evaluation and observation of current trends and practices in the correctional field
6. Policy and Procedural Updates

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Merced County Sheriff's Office

Corrections Division

Subject:	Promotional Training Requirements	Policy Number: 13.05
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division provides staff with training necessary to develop knowledge and skill through the training of Adult Detention Supervisory, Managerial, and Administrative personnel at the completion of promotional processes, in accordance with American Correctional Association (A.C.A), California Penal Code (P.C.), and Standards in Training for Corrections (S.T.C).

The Merced County Sheriff's Office ensures that Line-staff, Supervisory or Managerial personnel that receive promotion to a higher rank attend Supervisory or Administrative Core Training within the initial year of assignment. Training in this category must meet STC regulations. In conjunction with these requirements, personnel in these categories will receive Supervisory / Managerial Orientation and Field Training. Personnel in these categories may attend Annual or Advanced Officer Training if the opportunity is available, but additional training in this category will not be required within the initial year of assignment in job class. After the initial year in assignment and completion of Core Training, Supervisors will minimally attend 24 hours of STC training. Managerial and Administrative staff will minimally attend 24 hours of STC training.

PROCEDURE:

Staff participating in the promotional process will meet the following requirements minimally prior to testing:

Corrections Officer II:

1. Corrections Officer 1 with two (2) years of experience
2. Completion of probation
3. Satisfactory evaluation

Sergeant:

1. A satisfactory current Employee Evaluation and completion of probationary period
2. Two (2) years at a Corrections Officer II status

Senior Sergeant:

1. Five (5) years of supervisory experience
2. 15 years with the Merced County Sheriff's Office Corrections Division
3. 60 college units

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Lieutenant:

1. A satisfactory current Employee Evaluation and completion of probationary period
2. Two (2) years at the Sergeant rank
3. 40 college units

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Merced County Sheriff's Office

Corrections Division

Subject:	Continuing Education & Certificate Pay	Policy Number: 13.06
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: 15 CCR 179, 181		

POLICY: Merced County Sheriff's Office Corrections Division encourages employees to voluntarily continue their education in order to enhance job performance, improve their educational level, and to assist in attracting and retaining qualified candidates with an interest in a law enforcement career. It shall also be the policy of the Merced County Sheriff's Office to abide by all career and educational incentives.

PROCEDURE:

Corrections Officers and Sergeants are eligible to receive incentive pay by possessing certain STC, POST, and educational requirements. Employees who complete the required education, training and experience shall receive one hundred dollars (\$100) per month (\$46.15 bi weekly rate). Payment of the \$100 per month will commence after the requirements are certified by the Sheriff or designated representative and verified by the Administrative Sergeant, signed by the Corrections Lieutenant and Undersheriff, and forwarded to the Sheriff's Payroll Unit. The Sheriff's Payroll Unit updates the employee record and forwards the approval notice to the Merced County Human Resources Department to be filed in the employee's personnel file. Training and education for this certificate shall be at the employee's own initiative and expense.

Staff must complete the Certificate Application including all documents and college transcripts forwarded to the Corrections Lieutenant designee.

CERTIFICATE PROGRAM

To be eligible for a Correctional Certificate, an applicant must currently be a full-time Corrections Officer, Corrections Sergeant, or Corrections Senior Sergeant employed and paid as such for the Merced County Sheriff's Office and must have satisfactorily completed the period of probation, of no less than one year.

Employees in the classifications of Corrections Sergeant, or Corrections Senior Sergeant personnel shall participate in 80 hours of STC (as described in Section 181, Title 15, CCR) supervisory training.

Education, Training, Experience:

To qualify for award of certificates, applicants shall have completed combinations of education, training and experience as prescribed by the Merced County Sheriff's Office.

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Have satisfactorily met the appropriate Corrections Officer Core Course as described in Section 179 of Title 15, CCR

Training Points:

20 classroom hours of Law Enforcement / Corrections Training certified by the Standards in Training for Corrections (STC), shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a STC Certified instructor, concluded with appropriate testing, and signed course roster.

Education Points:

One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall have been awarded by an accredited community college, college, university, or by a non-accredited, state-approved college that offers programs exclusively in criminal justice.

All education and training must be supported by copies of transcripts, diplomas and other verifying documents attached to the application for the certificate. Units of credit transferred from one education institution to another must be documented by transcripts from both such educational institutions. When credit is awarded, it shall be counted for either training or education points, to the advantage of the employee.

Law Enforcement / Corrections experience in California as a full-time, paid officer shall be accepted for the full period of such experience.

Other law enforcement categories (e.g., out-of-state or military law enforcement experience) the required experience shall be accepted by the Merced County Sheriff's Office, not to exceed a maximum of five (5) years. The experience must be documented and the name of the organization(s) indicated, years of service, duties performed, and types of responsibility.

Satisfy the requirements for the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

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<p>Corrections Division Policies and Procedures, 13.06 Continuing Education & Certificate Pay</p>

Minimum Training Points Required	15	30	45		
Minimum Education Points or Degree Required	15	30	45	Associate Degree	Baccalaureate Degree
Years of Law Enforcement Experience Required	8	6	4	4	2

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Merced County Sheriff's Office

Corrections Division

Subject:	Perishable Skills Training	Policy Number: 13.07
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division ensures standards exist regarding perishable skills training as it relates to updated methods and case law, certification, and qualification requirements. Standards shall meet all state (Penal Code, POST & STC regulations) and manufacturer requirements.

The Training Coordinator shall be responsible to maintain records of qualification, certification, and eligibility to carry/use equipment, weapons, or perform skills classified in the perishable skills category.

Staff who cannot achieve qualification or certification may be considered as unable to meet positional job requirements. Notification shall be made by the Training Coordinator to the Corrections Lieutenant. Failure to meet standards will result in the inability of the staff member to carry/use specific weapons or work specific work details.

DEFINITIONS:

Perishable Skills – Specific skills which require proficiency, fine motor function and are qualified by performing under stress in a control environment, such as, but not limited to; skills testing, qualification testing, scenario based testing, and written examination.

Perishable skills are unique in that they require training to achieve proficiency and proficiency is tested or qualified in defined time periods such as, but not limited to; annual or bi-annual intervals.

PROCEDURE:

Minimal Requirements: Corrections Officers must acquire initial certification and maintain current/continual certification in these categories minimally:

1. Emergency Vehicle Operators Course (E.V.O.C.)
2. Glock 21
3. Shotgun (Transportation & S.E.R.T.)
4. Oleoresin Capsicum (O.C.) Pepperspray
5. Impact Weapons
6. Restraints
7. Restraint Chair
8. X-26 & X2 Taser

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9. Pepperball Launcher
10. CPR/First Aid
11. Suicide Prevention
12. Defensive Tactics (D-Tac) – Self Defense & Control Holds
13. FN303 Pneumatic Launcher

S.E.R.T. Skills Training:

1. Less Lethal Shotgun
2. 37/40mm Launcher
3. Chemical Munitions
4. Diversion Devices
5. Cell Extractions
6. Room Clearing
7. Riot Control
8. High Risk Transport

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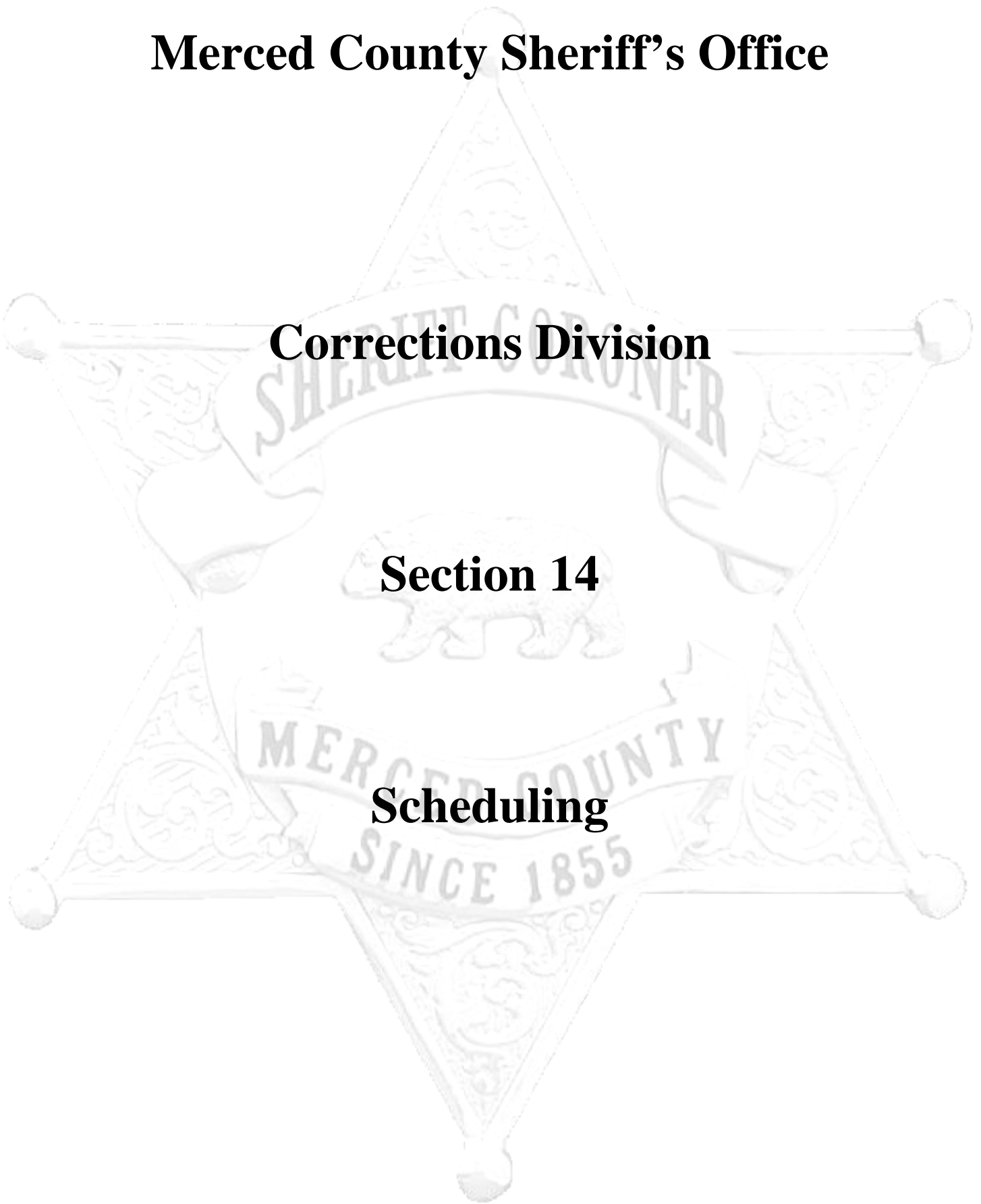
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Merced County Sheriff's Office

Corrections Division

Section 14

Scheduling



Merced County Sheriff's Office

Corrections Division

Subject:	Shift Change	Policy Number: 14.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division allows for staff to sign up for shifts changes and scheduled days off by seniority. Rotation of shifts is currently four (4) month rotations and occurs three (3) times in each 12 month cycle. The process is coordinated by the Corrections Lieutenant designee. Sign up for shift change is based on seniority per Merced County Human Resources Rules and Regulations Section 2 Terms of Employment. The Corrections Lieutenant will assign probationary and extra-help staff based on the needs of the facilities. Probationary employees are assigned for the first year of employment.

PROCEDURE:

Length of shift:

Each shift shall be approximately four (4) months in duration with an opportunity to sign up for vacation prior to each shift change in accordance with Merced County Human Resources Rules and Regulations Section 2 Terms of employment.

DEFINITIONS:

Shift Change - A method in which staff has the opportunity to rotate facility, shift and scheduled days off.

Seniority - shall be recognized in the event of:

- a. Reduction in Force (see Section 2, W).
- b. Recall
- c. Assignment of Shifts
- d. Work Site location changes within a department - in the absence of employee(s) volunteering to transfer, seniority shall be utilized when designating an employee for assignment to a work site location.

Schedules:

Line-staff shift schedules are created in the following manner;

1. Shift Sergeants meet and outline their staffing needs
2. The number of staff per shift is defined
3. The Corrections Lieutenant designee creates the basic shift schedules

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Sign-Up Process:

Proposed schedules are posted in the following manner;

1. Blank schedules with designated facility, shift and days off. Staff slots will be held on the schedules for probationary employees to be assigned
2. Seniority roster with the date and time for each staff member to sign-up
3. A memo with the sign-up procedures and the name and phone number of the documenting officer
4. Officers will sign-up according to the scheduled time by seniority
5. Once sign-up is complete the schedules will be completed by adding probationary and extra-help employees based on the needs of the facilities
6. Sergeants will post completed schedules

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Merced County Sheriff's Office

Corrections Division

Subject:	Facility Rosters	Policy Number: 14.02
Approved Date: 7-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 7-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division will provide a formal roster of allocated staffing positions, staff assignments to scheduled shifts, and assigned days off in accordance with Merced County Human Resources Section 2, *Terms of Employment*. The Shift Sergeants shall be responsible to develop and distribute facility rosters. Facility rosters are developed primarily from the staffing levels, number of employees, facility needs, and the overall needs of the department.

PROCEDURE:

Completed facility rosters are posted in each area of assignment at least 20 days prior to the actual change of shift. The Corrections Lieutenant shall approve all rosters before they are disbursed to areas of assignment. Facility Lieutenants must approve changes to their facility roster within 20 days of the actual change of shift.

The Shift Sergeants shall be responsible for maintaining facility rosters. Each roster shall be kept current and up to date when changes are made.

A sufficient number of personnel shall be employed in each local detention facility to conduct at least hourly safety checks of inmates through direct visual observation of all inmates and to ensure the implementation and operation of the programs and activities required by these regulations.

Whenever there is an inmate in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to inmates in the event of an emergency. Such an employee shall not have any other duties which would conflict with the supervision and care of inmates in the event of an emergency. Whenever one or more female inmates are in custody, there shall be at least one female employee who shall in like manner be immediately available and accessible to search females.

Mandatory Overtime may be required for staffing and to maintain compliance with Penal Code 4021.
Gender may become a selection factor.

This policy does not create any individual rights or causes of action by inmates or other third parties.

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Merced County Sheriff's Office

Corrections Division

Subject:	Vacation Requests	Policy Number: 14.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: Merced County Sheriff's Office Corrections Division Corrections Sergeants shall be responsible for scheduling the vacation of employees in such a manner as to achieve the most efficient functioning of the department in accordance with Merced County Human Resources Rules and Regulations Section 2, *Terms of Employment*.

DEFINITIONS:

Vacation Request - A formal method of requesting time off for a specific number of hours to be used for specific dates

PROCEDURE:

1. Sheriff's employees represented by Unit 2, 12 and 30 shall designate their preference for vacation leave on a form provided by the Department, prior to each shift rotation. Such selection shall be for vacation to be taken during the upcoming shift rotation only. Rotation of shifts in the Merced County Sheriff's Office Corrections Division is currently at four (4) month intervals and occurs three (3) times in each 12 month period.
2. Shift assignments shall be posted 20 days prior to the shift change. Once the upcoming shift assignments have been posted, employees assigned to each shift will then be allowed to designate their preference, by seniority, for scheduled vacation for that shift rotation only. The vacation sign up shall remain up for 10 days after shift assignments have been posted. Vacation requests shall be approved or denied within seven (7) days after the vacation sign-ups have been taken down.
3. Employees on each shift shall bid, by seniority, in the following manner: beginning with the most senior employee and following in seniority order, each employee may make one (1) vacation request which must consist of a minimum of three consecutive days (24 hours of vacation) off, up to the maximum allowed by Human Resources Rules and Regulations, Section 2, E, 1.
4. After each employee on the shift has had the opportunity to select a single block of vacation time as described above, employees may then bid, in order of seniority, for remaining available vacation slots up to the maximum set by Human Resources Rules and Regulations 2, E, 1. Vacation days selected in the second round must be consecutive days. If an individual employee has a change in shift between scheduled shift rotations,

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vacation schedule approval for time bid will be at the discretion of the new Lieutenant/Shift Sergeant. Any approved, scheduled vacation leave for each shift rotation shall be taken unless Human Resources Rules and Regulations, Section 2, E, 12 applies.

- a) After the vacation schedule is taken down and approved, further requests for vacation during the shift will be approved or denied on a first come, first approved basis.
 - b) The department head shall have the right to change said vacation requests if such requests conflict with the efficient functioning of the department and the County Service. It shall be the obligation of the department head or his/her designated representative to notify the affected employee as soon as possible after said conflict becomes known to the department head. No employee shall lose any vacation time due to such action.
5. Notwithstanding the above, employees may request to use vacation time whenever, the need for such becomes known. The department head or his/her designated representative may approve or deny such requests.
6. In any use of vacation, the minimum charge to the employee's vacation account shall be one-quarter hour, while any additional actual absence over one quarter hour shall be charged to the nearest quarter hour increment.
7. No person shall be permitted to work for compensation for the County in any capacity during the time of his paid vacation from the County Service.
8. An employee who becomes ill or injured during their vacation leave will have the opportunity of using sick leave for the period of illness or injury provided a physician's statement is furnished as proof of such illness or injury, to the department head upon return to work.
9. If a designated holiday occurs during the work week in which vacation leave is taken by the employee, the holiday shall not be charged to vacation leave.
10. Shift Sergeants will review schedules and approve/ deny requests according to Merced County Human Resources Rules and Regulations Section 2 Terms of Employment and in such a manner as to achieve the most efficient functioning of the department and the County Service.
11. A request for time off form can be obtained from your assigned facility. Vacation request forms should be sent to the Shift Sergeant. The vacation request form should be time/date stamped and hand delivered to the Shift Sergeant or placed in the shift schedule.

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12. Once returned, a copy of the approved vacation request form is to be attached to the corresponding timecard of the vacation days taken. If the vacation falls over multiple pay periods, a copy is to be made and attached to all corresponding timecards.
13. An employee is required to have, in their time bank, the full amount of time in vacation or compensation hours, when the request is made. An employee must have, in their time bank; the full amount of hours requested either in vacation or compensation time, when their approved vacation begins.
14. Employees shall not use their sick time bank to cover an approved vacation. All cancellations of an approved vacation need to be done so 24 hours prior to the approved vacation day. The Corrections Lieutenant is the only person authorized to cancel an approved vacation. A notification to the Shift Sergeant and Corrections Lieutenant is required via County email requesting cancellation.

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Merced County Sheriff's Office

Corrections Division

Subject:	Shift Swap by Staff	Policy Number: 14.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: Penal Code 4020.4, 4021		

POLICY: Merced County Sheriff's Office Corrections Division will define a process by which an employee can swap (trade) their regularly scheduled shift with another employee's, of the same classification, regularly scheduled shift within the same pay-period.

DEFINITIONS:

Shift Swap - When an employee swaps their regularly scheduled workday with another employee's regularly scheduled workday.

PROCEDURES:

A Shift Swap form is submitted to the Shift Sergeant with signatures of both parties requesting the swap and all details of the swap are outlined; the written request is made five (5) days prior to the date of the swap; the hours cannot be swapped in a manner that would require one or both of the parties involved to work the swap as overtime, for compensation time, or the swap is completed in two separate pay periods. The Shift Sergeant will process the request and return it to the Shift Sergeant who is affected by the swap for review and approval.

Shift swaps may not create a shortage of staffing as required by Penal Code Sections 4020.4 and 4021.

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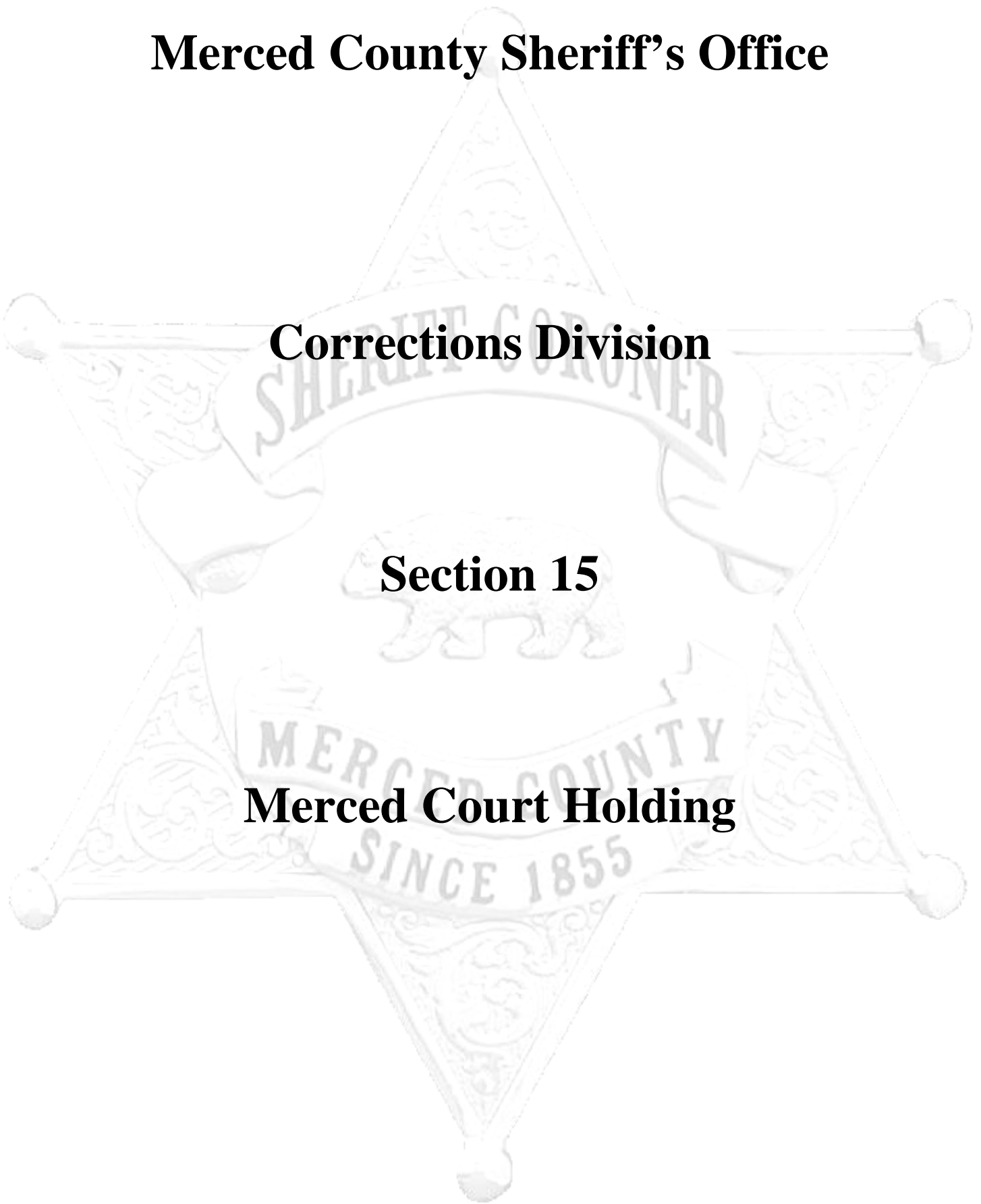
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Merced County Sheriff's Office

Corrections Division

Section 15

Merced Court Holding



Merced County Sheriff's Office

Corrections Division

Subject:	Courthouse Holding Unit	Policy Number: 15.01
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office Corrections Division defines the functions of the Courthouse Holding Unit (CHU) as they pertain to the operation of the Merced County Correctional Facilities and compliance with Title 15 Standards. The CHU provides safe and secure temporary holding for inmates attending court hearings.

STAFFING and FACILITY:

The Courthouse Holding Unit is comprised of:

1. Two (2) full-time Corrections Officers.
2. One (1) Sheriff's Security Attendant.
3. Multiple on-duty Sheriff's Deputies, available via radio/phone for transport/backup purposes.
4. One (1) Main Jail Dayshift Corrections Officer who transports inmates between the Main Jail and the CHU.

The facility contains:

1. Officer's Station and Control Room with video observation.
2. Four (4) Holding Cells; numbered 1 through 4.
3. Two (2) Interview Rooms.
4. Four (4) Courtroom Transfer cells; First Floor - C1A & C1B, Second Floor - C2A & C2B.
5. Visible Arraignment Defendant Room.
6. An Underground Walkway for transporting inmates within the Courthouse.
7. One (1) Elevator, operated by the control room personnel.

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PROCEDURE:

The Courthouse Corrections Officers Responsibilities:

1. Separate inmates and place in Holding Cells by Classification
2. All inmates are transferred using two (2) Corrections Officers or combinations with Sheriff's Deputies or Security Attendants.
3. Move inmates from Holding Cells to Court Transfer Cells according to their Case Assignment.
4. All movements within the Courthouse Walkways are monitored by the Control Room Staff.
5. Inmates being held over the lunch period will be fed in a Holding Cell or Transfer Cell.
6. All Health and Safety Checks are logged hourly at the Officer Station or the Transfer Cells in accordance with CSA guidelines.
7. After the close of the final court hearing of the day, the Correctional Officers will conduct a final walk-through of the facility and lockdown all Holding/Transfer Cells. The final walk-through is documented on the Control Log.

EMERGENCIES:

Courthouse Security Staff will comply with Merced County Sheriff's Office Policy and Procedures regarding emergencies. Main Jail staff and the Transportation Unit are responsible for evacuating inmates from the Courthouse and transferring them to the Main Jail in the event of any emergency.

REMANDS:

The Courthouse Holding Unit **does not** house court remands. All remands will be escorted by Sheriff's Deputies immediately to the Main Jail for booking.

RECORDS:

The Sheriff's Sergeant assigned to the Courthouse maintains all documentation of Health and Safety Checks.

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Merced County Sheriff's Office

Corrections Division

Subject:	Use of Restraints	Policy Number: 15.02
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: Penal Code 6030, 15 CCR 1058		

POLICY: The Merced County Sheriff's Office, Courthouse Holding Unit Division maintains the safety and security of all staff and inmates by providing appropriate restraint devices, training and documentation of their use and complying with Title 15 guidelines. Restraints are used for the temporary control of inmates and are never used for punishment, nor will they be used in lieu of proper medical/mental health treatment.

AUTHORITY:

Restraints shall only be used on inmates who display behavior which results in the destruction of property, or reveal intent to cause physical harm to self or others. Restraint devices include any devices which immobilize an inmates extremities and/or prevent the inmate from being ambulatory (*Title 15 section 1058*) (*PC 6030*).

TYPES OF RESTRAINT DEVICES:

The following restraint devices are approved for use in the Merced County Sheriff's Office Courthouse Holding Unit:

1. Handcuffs.
2. Waist or Belly chains.
3. Leg/ankle Restraints.
4. Hobble Restraint.

SECURITY / TRANSPORT RESTRAINTS:

1. All inmates being transported for court are required to be secured using departmental approved restraints.
2. All inmates housed in the Merced County Sheriff's Office Courthouse Holding Unit will be handcuffed when moved throughout the facilities for the safety of staff and inmates.

The following restraint device is approved for use in Merced County Correctional Facilities for securing pregnant inmates (*PC 6030*):

1. Handcuffs

Handcuffs will be placed to the front of the inmate, which allows the inmate to catch herself should she fall.

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Merced County Sheriff's Office

Corrections Division

Subject:	Death In-Custody	Policy Number: 15.03
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 06.17, 06.18; 15 CCR 1046; GC 12525		

POLICY: The Merced County Sheriff's Office, Courthouse Holding Unit ensures an immediate response to any In Custody Death regardless of cause, to protect the integrity of the scene as well as the rights of the deceased.

PROCEDURE:

All incidents which are initiated with "Man Down" or unresponsive inmate will be handled as a crime scene (*Section 06.18 Crime Scene Preservation*). All Inmates will be secured, if possible, in another area within the facility. Procedures for determining possible involved inmates will be followed (*Section 06.17 Assaults in Custody*).

When responding to a "Man Down" with an unresponsive inmate, the following procedures will be performed (some may be simultaneous):

1. The first responding Corrections Officer or Court Deputy will assess the scene and determine the course of action, such as:
 - a. Check if inmate is conscious and/or breathing
 - b. Cutting/untying ligature from inmate's neck.
 - c. Look for obvious external injuries and/or signs of assault or self inflicted injuries.
 - d. Mentally record the color/pallor of the inmate's skin.
2. Immediately inform Control, Sergeant/OIC and the Sheriff's Dispatch of a non-responsive inmate. Request an ambulance Code 3.
3. The Control Officer will begin to record the timeline of events.
4. Immediately secure the scene following Crime Scene Preservation Guidelines (*Section 06.18*).
5. The first responder will begin Life Saving Protocol / Cardiopulmonary Resuscitation.
6. The Control Officer will initiate a CODE 33 and all visitors and non-Sheriff's Department personnel may be escorted out of the facility. An immediate Lock-Down of all inmate movement will be initiated.

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7. The Court Sergeant/OIC will assign one Officer/Deputy to meet, direct and allow access to EMS Responders.
8. If the incident indicates the probability or likelihood that a crime was committed and the inmate is not responding to life saving procedures, the Court Sergeant will begin notifications to the Sheriff's Dispatch and the Sheriff's Administration immediately.
9. The Court Sergeant/OIC will assign an Officer/Deputy to begin digitally photographing the crime scene and the inmate.
10. The Court Sergeant/OIC will notify the Jail to assign an Officer/Deputy to escort the EMS to the hospital and remain with the inmate until further notice.
11. The Officer/Deputy responding to the hospital will keep the Court Sergeant/OIC informed of any changes to the inmate's status and will notify the Court Sergeant /OIC when a Medical Doctor pronounces the inmate deceased.
12. The Court Sergeant/OIC is responsible for completing the Incident Report and compiling any documentation regarding the deceased inmate.

Once Detectives or a Deputy arrives, correctional staff will assist in the investigation.

1. All photographs, video and Incident Reports will be given to the Detective/Deputy.
2. Suspects will be separated and kept away from water/cleaning sources until interviewed.
3. Any evidence, such as; clothing, weapons, notes... will be turned over to the investigating deputy.
4. The Crime Scene will remain unchanged until the detective/deputy clears the scene.

The Undersheriff will assign an Internal Affairs Review of the incident. The Investigation will consist of interviews of all involved staff and review all documentation, photos and video. Recommendations for training and Policy & Procedures will be forwarded to the Undersheriff.

Formal Death in Custody Reports – California Government Code 12525:

1. This report must be completed by the Lieutenant within 10 days of the In Custody Death.
2. You must also attach a copy of a comprehensive incident report which describes the incidents leading to the death of the individual and a copy of the Coroner's Report.

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3. If the cause of death is natural, you specify if it was due to AIDS, tuberculosis, or other communicable disease.
4. Once these documents are complete, they are to be forwarded to the Undersheriff and Sheriff for review and forwarding to the Attorney General, via the Department of Justice.

Copies of Formal Reports: - In addition to the original copy for the Department of Justice, copies of the crime report, any informational or supplemental reports and the coroner's report must be forwarded by the Merced County Sheriff's Office, to the following agencies:

1. The Coroner's Officer
2. The Chief of Police of the city in which the death occurred
3. Sheriff's Records

ADMINISTRATIVE REVIEW:

Death in Custody Reviews for Adults and Minors:

The facility administrator, in cooperation with the health administrator, shall ensure that there is a review of every in-custody death. The review team shall include the Correctional Lieutenant, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident. *(Refer to Title 15 Section, 1046: Death in Custody)*

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Merced County Sheriff's Office

Corrections Division

Subject:	Classification Plan	Policy Number: 15.04
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders:		

POLICY: The Merced County Sheriff's Office, Courthouse Holding Unit has a system in place for separating, holding and transporting inmates according to their Classification.

PROCEDURE:

Corrections Officers and Court Security Deputies will separate and transport inmates within the Holding Area and Transfer Cells using the following criteria:

1. Refer to "Keep Away" designations in the Jail Management System and daily Court List.
2. Separate inmates into holding by the Color Coded Clothing system, defined by the Corrections Division Classification Unit.
3. Inmates in matching colored clothing may be placed in the same holding or transfer cells
4. If all holding and transfer cells are full the Main Jail Court Transport Officers will keep other classifications in the transport van
5. Inmates are moved throughout the Courthouse by the Classification Code. If a small number of inmates (3 to 5) are being moved, additional Court Deputies will be required to move the group safely

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Merced County Sheriff's Office

Corrections Division

Subject:	Fire & Health Inspection	Policy Number: 15.05
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: 15 CCR 1029, 1032; HS13146.1(a), 13146.1(b); PC6031.1; MSO Corrections Policy 12.02		

POLICY: The Merced County Sheriff's Office, Courthouse Holding Unit maintains Fire and Health Department Inspections in accordance with *Title 15 Sections 1032 and 1029, Health and Safety Code Section 13146.1(a) & (b)*, as well as *Penal Code Section 6031.1*. The Merced County Sheriff's Office, Courthouse Holding Unit shall obtain inspections by the State Fire Marshall (2yrs), Environmental Health, and County Health Department (annually) and to complete monthly Fire and Life Safety Inspections (*See P&P Section 12.02*) by Custody Staff. Copies of these inspections are to be maintained by the Sergeant assigned to the Courthouse.

PROCEDURE:

Periodic inspections are separate and distinct from security and fire / life safety inspections discussed elsewhere in these policies and procedures.

INTERNAL INSPECTION PROGRAM:

Regular internal inspections for health and safety procedures are conducted to ensure compliance with applicable state, and local codes or regulations. The Sergeant assigned to the Courthouse serves as coordinator of this inspection program. This program focuses on the following:

1. Cleanliness, and orderliness of holding cells and food service;
2. Proper operation and condition of all security devices such as locks, doors, viewing windows, and electronic monitoring devices;
3. Proper operation and function of all lighting, ventilation, and heating equipment;
4. Condition and operation of equipment, tools, and security devices;
5. Storage and security of all cleaning supplies and other potentially toxic materials of any type, when not in use;
6. Operation and condition of plumbing equipment including toilet, bathing, washing, and laundry facilities;
7. All supplies are provided in the proper quantities for the completion of the mission or assignment.

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RECORDS:

Records and reports necessary for the documentation of the safety & health program are the responsibility of the Sergeant assigned to the Courthouse. This documentation may include but not be limited to the following:

1. Plans, drills, and inspection reports;
2. Maintenance reports;
3. Evacuation plans;
4. All required reports by code or regulation.

DAILY INSPECTIONS:

All Corrections Officers and Courthouse Deputies are required to make visual safety & health inspections of their assigned work areas daily. Officers performing these inspections should make immediate corrections when and wherever possible. Those conditions requiring more detailed corrections should be reported to the Sergeant assigned to the Courthouse, who notes discrepancies and corrects them if possible. If, the situation cannot be repaired within the Sergeant assigned to the Courthouse's scope of authority, he makes a Work Order Request to the Merced County Public Works. The Merced County Public Works insure that major hazards or safety issues are corrected immediately, and keeps these reports on file.

WEEKLY INSPECTIONS:

The Correctional Officers and Courthouse Deputies conduct weekly safety and health inspections to monitor the effectiveness of the facilities safety and health prevention program. The purpose of this inspection is to independently:

1. Examine compliance with applicable health and safety codes, regulations and departmental policies;
2. Review solid waste disposal practices;
3. Review vermin and bug control;
4. Review sewage disposal practices;
5. Review pest control practices;
6. Review all work areas;
7. Document existing deficiencies;
8. Look for safety and health practices that can be improved upon.

All deficiencies noted must be corrected within two working days of the inspection, if not corrected *on the spot*. The Sergeant assigned to the Courthouse reviews reports and re-inspects areas that appear to be seriously deficient.

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Annual Review Requirements:

Annually, the Sergeant assigned to the Courthouse conducts and documents compliance with applicable laws and regulations related to safety, sanitation, and health. The Sergeant assigned to the Courthouse may appoint department personnel outside the jail to perform these tasks, or seek outside professional assistance.

Following this inspection and receipt of the report, the Sergeant assigned to the Courthouse makes every effort to correct deficiencies noted, or document the reason for the apparent deficiency. When deficiencies are corrected, the Courthouse confirms the actions taken in writing, along with any explanations regarding any remaining items.

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Merced County Sheriff's Office

Corrections Division

Subject:	Emergency Evacuation Plan	Policy Number: 15.06
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: 15 CCR 1029		

POLICY: The Merced County Sheriff's Office, Courthouse Holding Unit establishes and maintains contingency plans which enable properly trained staff to respond effectively to emergencies, and coordinate such activities with local law enforcement and other emergency service agencies. Emergency plans are critical to the safe and secure operation of this facility. (*See Title 15 Section 1029*)

PROCEDURE:

This procedure outlines the general procedures for responding to emergencies within the Courthouse. The Sergeant assigned to the Courthouse is responsible for the overall management of the emergency plan program.

EVACUATION PLANS:

Evacuation plans describe the actions required by Merced County Sheriff's Office, Courthouse Holding Unit to in the even of emergency situations. The Sergeant assigned to the Courthouse is responsible for the formulation of all emergency plans, in accordance with the prototype plans in relevant Merced County Sheriff's Office policies.

Evacuation of inmates from the Merced County Courthouse will be initiated in the following situations;

1. Bomb Threat
2. Facility fire
3. Natural Disasters
4. Loss of power
5. Riot

EVACUATION PROCESS:

In the event of a full-scale emergency, inmates will be evacuated in the following process;

1. Contact Main Jail Sergeant, (209) 385-7410, and request evacuation
2. Summon additional Court Security and Sergeant assigned to the Courthouse
3. Move inmates to sallyport
4. Load inmates safely into Corrections Vans

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5. Repeat above steps until all inmates have been evacuated

ALTERNATE PROCESS:

1. Summon additional Court Security and Sergeant assigned to the Courthouse
2. Contact Main Jail Sergeant, (209) 385-7410, and request additional staff
3. Use “Gang Chains” to secure inmates by classification
4. Walk inmates from Courthouse to Main Jail

TRAINING:

Employees will be sufficiently familiar with each plan to put it into operation promptly, and trained as follows:

1. Read Policy;
2. Drills and testing;
3. Joint or cross training with other government resources upon which the facility will draw in an emergency.

REVIEW OF PLANS:

Employees are required to review emergency plans at least once a year, and are encouraged to do so at any time. In addition to the training provided by the facility, new employees should familiarize themselves with the areas surrounding the facility, so that they can be effectively used, if called upon to assist in the apprehension of escapees, or in other emergency plan implementation that involves extra-institutional activity.

REVISION:

Review and revision of emergency plans will be on an annual basis, and as circumstances dictate, e.g., new phone numbers or staff changes.

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Merced County Sheriff's Office

Corrections Division

Subject:	Special Segregation Plan	Policy Number: 15.07
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: 15 CCR 1051, 1052, 1053, 1057; PC6030		

POLICY: The Merced County Sheriff's Office, Courthouse Holding Unit establishes and maintains contingency plans for the temporary holding of Administrative Segregation inmates, inmates with mental disorders, developmentally disabled inmates and inmates with communicable diseases. (*See Title 15 Sections; 1051, 1052, 1053, and 1057 and Penal Code 6030*)

PROCEDURE:

This outlines the general procedures for segregation of inmates with special needs within the Courthouse. The Sergeant assigned to the Courthouse is responsible for the overall management of the Special Segregation Plan.

SEGREGATION PLANS:

Segregation plans describe the actions required by Merced County Sheriff's Office, Courthouse Holding Unit to in the event of an inmate needing Special Segregation. The Courthouse Sergeant is responsible for the formulation of all Special Segregation Plans, in accordance with the prototype plans in relevant Merced County Sheriff's Office policies.

SEGREGATION PROCESS:

In the event an inmate is determined to have mental disorders, is developmentally disabled or has a communicable disease, the inmate will be segregated from the rest of the inmates pending their court hearing.

In the event it is deemed an inmate can not be appropriately housed inside the Courthouse Holding Unit, the inmate will be taken directly from the transport van to the courtroom. Upon completion of their court hearing, the inmate will be returned directly to the transport van for transport back to the Main Jail.

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Merced County Sheriff's Office

Corrections Division

Subject:	Access to Courts	Policy Number: 15.08
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: 15 CCR 1068; MSO Corrections Policy 10.01		

POLICY: The Merced County Sheriff's Office, Courthouse Holding Unit will provide Attorney/Client interview rooms for Attorney's confidential access to inmates while they are pending their appearance in court. (*See Title 15 Sections; 1068 and Policy 10.01*)

PROCEDURE:

The Attorney notifies the control center they wish to meet with their client. The control center notifies the Corrections Officers of the interview. The Corrections Officers will escort the inmate from the holding cell and place them into the inmate interview room. Upon placement of the inmate in the interview room, the control center will allow the Attorney into the opposite side of the interview room.

Interviews are done on a first-come-first-serve basis.

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Merced County Sheriff's Office

Corrections Division

Subject:	Incident Reports & Inmate Discipline	Policy Number: 15.09
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: 15 CCR 1044, 1081; MSO Corrections Policy 01.04, 04.01		

POLICY: The Merced County Sheriff's Office, Courthouse Holding Unit will report any and all incidents within the hold facility and any disciplinary actions. (*See Title 15 Sections; 1044, 1081 and Policy 01.04 and 04.01*)

PROCEDURE:

The Corrections Officers will document all incidents within the Courthouse Holding Unit via the Jail Management System Incident Reporting. The Transportation Sergeant will review all incidents reports and determine the appropriate disciplinary action to be taken.

The disciplinary process is outlined in the Merced County Sheriff's Office Corrections Division *Policy & Procedure Section 04.01*.

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Merced County Sheriff's Office

Corrections Division

Subject:	Detention of Minors	Policy Number: 15.10
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date:
Related Orders:		

POLICY: The Merced County Sheriff's Office, Courthouse Holding Unit will provide for the safe and secure temporary holding of a minor being tried as an adult. Minors will be held and transported separately. (*See Title 15 Section; Article 10*)

PROCEDURE:

Minors are transported from the Iris Garrett Juvenile Justice Complex by the Probation Department. Upon arrival, the Probation Department will enter the courthouse through the south Judge's parking lot gate. Sheriff staff will meet with the Probation Department and assist in escorting the minor, separately from adult inmates, to an open jury room on any floor away from the adult inmates in the main holding area. The minor and the Probation Officer will remain in the jury room until the minor's criminal case is ready to be heard by the court. Upon completion of their court appearance, the Probation Officer and minor will be escorted back to the south Judge's parking lot and placed in a vehicle for transport back to the Iris Garrett Juvenile Justice Complex by the Probation Department.

Minors will be housed in the main Courthouse Holding Unit unless no adult inmates are present.

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Merced County Sheriff's Office

Corrections Division

Subject:	Suicide Prevention	Policy Number: 15.11
Approved Date: 3-1-2016		Approved By: Captain Sullivan
Issued Date:		Revision Date: 3-1-2016
Related Orders: MSO Corrections Policy 02.02, 02.04		

POLICY: It is the policy of the Merced County Sheriff's Office Corrections Division to be observant to the threat of suicide among inmates and to directly intervene in suicide attempts, whenever reasonably possible. This policy is furthered by initial screening, a reasonable classification process, integration into general housing when practical, and observations of officers.

DEFINITIONS:

- ***Mentally ill*** - The condition of a person afflicted with mental disease to such an extent that he or she requires care and treatment for his or her own safety or the safety of others.
- ***Developmentally Disabled*** - The condition of a person afflicted with substantial sub-average general intellectual functioning that is associated with impairment in adaptive behavior.
- ***Mentally impaired inmate*** - An inmate who is mentally ill or developmentally disabled.
- ***Suicide*** - the intentional and voluntary act of a person taking or attempting to take his or her own life.
- ***No Sharps Policy*** – An inmate restricted from possessing and/or purchasing any object which could be used to cut or damage self, others or property.

DISCUSSION:

For most reasonably thinking individuals, being incarcerated in jail is a traumatic experience. As a consequence, many individuals taken into custody and confined in a jail exhibit some forms of abnormal behavior during the booking process and the early stages of confinement. This behavior is to be expected and is not necessarily indicative of, or a predictor of suicide. Changes in inmate behavior have many causes, many of which have nothing to do with jail life. An inmate may feel his family has abandoned him, loss of a job, perceived change in social status, or detoxification may alter behavior. However, this does not necessarily translate to a higher threat of suicide. Mood swings and behavioral changes make the job of the jail staff even more difficult when it comes to watching for or trying to prevent suicide by inmates.

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Your job in trying to predict and prevent suicide by inmates is not an easy task. Often our best tools in deterring suicide attempts is past history of suicide attempts (especially while in custody), thoughtful word, positive reinforcement, listening to reports from fellow inmates or officers, and observed behavior.

Suicide attempts take many forms. The actual attempt may be long in planning or the result of an impulse that takes only a few seconds or minutes from decision through execution. The inmate may appear normal in one instance and carrying out his plan of self-destruction the next. Officers are cautioned to be watchful for three basic modes of suicide in custody:

1. **Hanging** –Use of linen, clothing, cords, cloth material and altered materials to strangle, usually by attachment to bunks or fixtures.
2. **Cutting** – Use of shaving razors, sharpened objects and broken plastics to lacerate the flesh over arteries and/or veins.
3. **Overdose** – Hoarding and ingestion of prescription or over-the-counter medications to overdose.

Jail staff may be alert to possible indicators of potentially suicidal inmates, by such things as:

1. Past history of suicide attempts;
2. Active discussion of suicide plans;
3. Sudden drastic change in eating, sleeping, or other personal habits;
4. Recent crisis in personal events, such as an extended or life sentencing; &
5. Loss of interest in activities or relationships the inmate had previously engaged in.

PROCEDURE: An important part of the suicide prevention program is integrated into the inmate admission and classification processes. For details on how these policies support our efforts to curb inmate suicide see *02.02 Admission*, and *02.04 Inmate Classification Policies & Procedures* and the Medical Authority's *Suicide Prevention Policy and Procedure*. Comments and suggestions by arresting officers, observed behavior, inmate responses to questions, and signs of self inflicted wounds are all possible clues that may aid the intake officer in referring the detainee to the Medical Authority for further evaluation.

When any officer perceives that an inmate is suicidal or homicidal the observing officer, will:

1. Secure the inmate;
2. Report directly to the Shift Supervisor or OIC;
3. Notify Main Jail Shift Supervisor/OIC to have the inmate transported to the Main Jail for placement in the safety cell ;
4. Main Jail Shift Supervisor/OIC will notify the Medical Authority (Medical Authority will notify Mental Health staff);
5. Start an Observation Log;
6. The Courthouse Corrections Officer will generate an incident report.

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Training:

Correctional staff is provided STC approved training in regards to the recognition, supervision, documentation, and handling of inmates who are mentally disabled and/or potentially suicidal.

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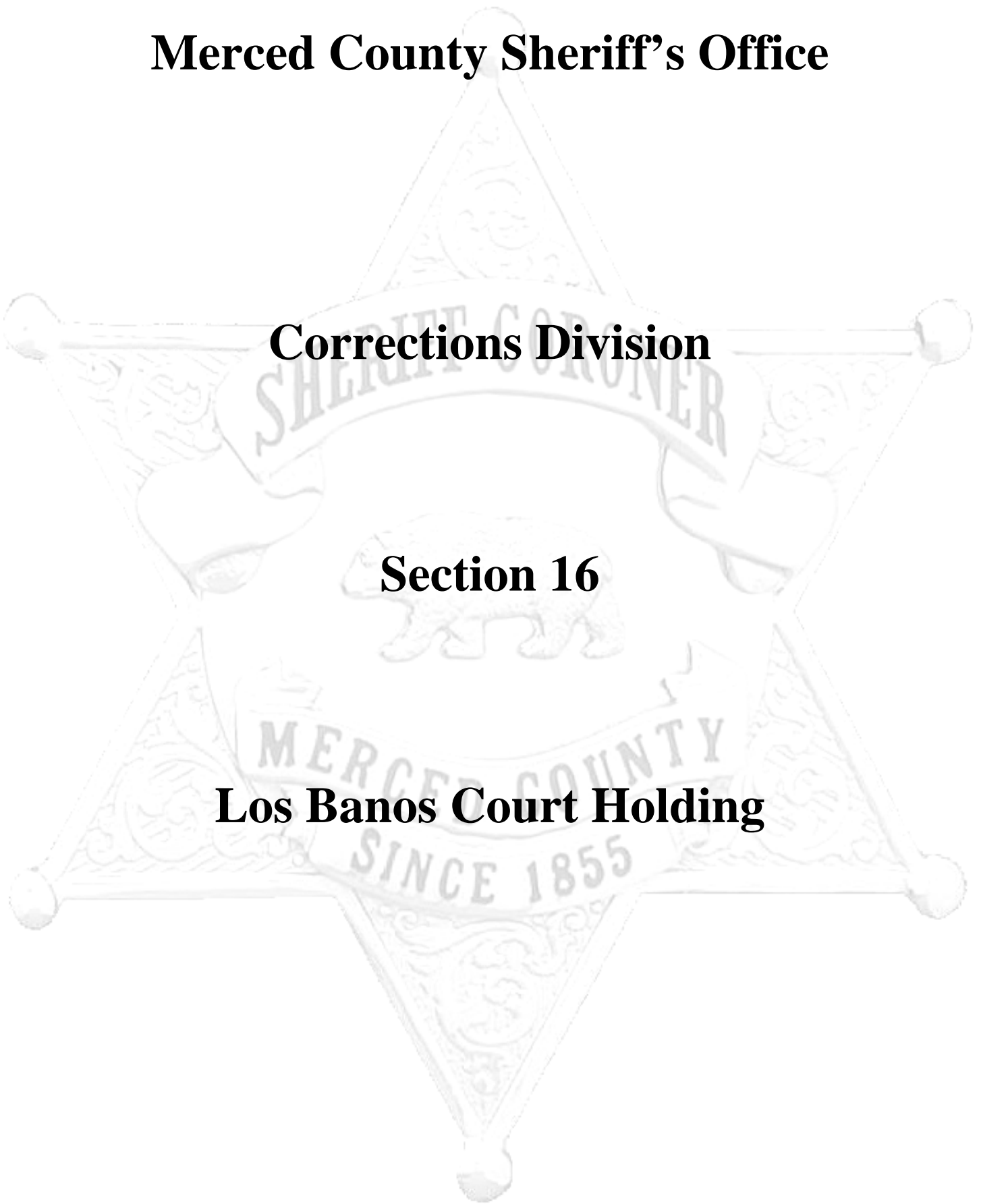
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Merced County Sheriff's Office

Corrections Division

Section 16

Los Banos Court Holding



Merced County Sheriff's Office

Corrections Division

Subject:	Robert Falasco Justice Center Courthouse Holding Unit	Policy Number: 16.01
Approved Date: 6-9-2017		Approved By: Captain Sullivan
Issued Date: 6-22-2017		Revision Date:
Related Orders: 24 CCR 1231.2.22; 15 CCR 1027.5; MSO Corrections Policy 03.01		

POLICY: The Merced County Sheriff's Office Corrections Division defines the functions of the Robert Falasco Justice Center Courthouse Holding Unit as they pertain to the operation of the Merced County Correctional Facilities and compliance with *Title 15 & Title 24 Standards*. The Robert Falasco Justice Center Courthouse Holding Unit provides safe and secure temporary holding for inmates attending court hearings not to exceed 12 hours. (*See Title 24*)

STAFFING and FACILITY:

The Robert Falasco Justice Center Courthouse Holding Unit is comprised of:

1. Two (2) full-time Corrections Officers.
2. One (1) Sheriff's Security Attendant assigned to the downstairs cubicle.
3. Multiple on-duty Sheriff's Deputies, available via radio/phone for transport/backup purposes.
4. Corrections Officers will transport inmates between the Main Jail, JLCC and the Robert Falasco Justice Center Courthouse Unit.

The facility contains:

1. Officer's Station: In Holding Area
2. Audio Monitoring System: One in the security cubicle near the main entrance, the other at the waiting/reception area for the Judge's chamber. *24 CCR 1231.2.22*
3. Nine (9) Temporary Holding Cells: Numbered 1 through 9
4. Criminal Division Visible Arraignment Defendant Room
5. One (1) Attorney Interview Room
6. First floor walkway through secure sally port into a secure elevator for transporting inmates within the courthouse

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7. One (1) Elevator, operated by the Courthouse Access Card.
8. Safety Equipment Storage Room: Fire extinguisher, Self-Contained Breathing Apparatus, wire and bar cutters, emergency lights, wheelchair, etc.
9. Emergency Power: Detention facilities will provide minimal lighting in all housing units, activity areas, corridors, stairs, central control points and maintain fire and life safety, security, communications and alarm systems.

PROCEDURE:

The Courthouse Corrections Officers Responsibilities:

1. Separate inmates and place in Holding Cells by Classification
2. All inmates are transferred using two (2) Corrections Officers or combinations with Sheriff's Deputies.
3. Move inmates from Holding Cells to Court Arraignment Cells according to their Case Assignment.
4. All movements within the Courthouse are monitored, (audio & video), by Control Room Staff.
5. Inmates being held over the lunch period will be fed in a Holding Cell.
6. All Health and Safety Checks are logged hourly at the Officer Station or the Transfer Cells in accordance with Title 15 guidelines. *See 15 CCR 1027.5 & MSO Corrections Policy 03.01*
7. After the close of the final court hearing of the day, the Correctional Officers will conduct a final walk-through of the facility and lockdown all Holding Cells. The final walk-through is documented on the Control Log.

EMERGENCIES:

Courthouse Security Staff will comply with Merced County Sheriff's Office Policy and Procedures regarding emergencies. Court Deputies, Corrections Staff and Transportation Unit are responsible for evacuating inmates from the Robert Falasco Justice Center Courthouse Holding Unit and transferring them to the Main Jail, JLCC or Los Banos Jail in the event of any emergency.

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REMANDS:

The Robert Falasco Justice Center Courthouse Holding Unit will house court remands. All remands will be “Dry Booked” and then transported by Corrections Officer or Sheriff’s Deputy to the Main Jail in Merced to complete the booking process.

All inmates that are remanded to the Robert Falasco Justice Center Courthouse Holding Unit will be screened for any medical, dental, mental health, suicide and being under the influence of any controlled substance or alcohol during the “Dry Book” process. Any inmate that has any of these conditions and/or requires housing in a Sobering/Safety cell must be taken to the Main Jail for booking immediately.

RECORDS:

The Sheriff’s Sergeant assigned to the Robert Falasco Justice Center Courthouse maintains all documentation of Health and Safety Checks.

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Merced County Sheriff's Office

Corrections Division

Subject:	Use of Restraints	Policy Number: 16.02
Approved Date: 6-9-2017		Approved By: Captain Sullivan
Issued Date: 6-22-2017		Revision Date:
Related Orders: California Penal Code 6030 & 3407; 15 CCR 1058 & 1058.5; MSO Corrections Policy 03.06		

POLICY: The Merced County Sheriff's Office, Robert Falasco Justice Center Courthouse Holding Unit maintains the safety and security of all staff and inmates by providing appropriate restraint devices, training and documentation of their use and complying with Title 15 guidelines. Restraints are used for the temporary control of inmates and are never used for punishment, nor will they be used in lieu of proper medical/mental health treatment.

AUTHORITY:

Restraints shall only be used on inmates who display behavior, which results in the destruction of property, or reveal intent to cause physical harm to self or others. Restraint devices include any devices which immobilize an inmates extremities and/or prevent the inmate from being ambulatory (*15 CCR 1058*) (*PC 6030*).

TYPES OF RESTRAINT DEVICES:

The following restraint devices are approved for use in the Merced County Sheriff's Office Courthouse Holding Unit:

1. Handcuffs.
2. Waist or Belly chains.
3. Leg/ankle Restraints.
4. Hobble Restraint.

SECURITY / TRANSPORT RESTRAINTS:

1. All inmates being transported for court are required to be secured using departmental approved restraints.
2. All inmates housed in the Merced County Sheriff's Office Robert Falasco Justice Center Courthouse Holding Unit will be handcuffed when moved throughout the facilities for the safety of staff and inmates.

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RESTRAINTS AND PREGNANT INMATES:

The following restraint device is approved for use in Merced County Correctional Facilities for securing pregnant inmates (*PC 6030*) (*15 CCR 1058.5*)

1. Handcuffs

Handcuffs will be placed to the front of the inmate, which allows the inmate to catch herself should she fall.

An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.

A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public.

Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.

This section shall not be interpreted to require restraints in a case where restraints are not required pursuant to a statute, regulation, or correctional facility policy.

Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates, including, but not limited to, the provisions of this chapter, the relevant regulations, and the correctional facility policies.

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Merced County Sheriff's Office

Corrections Division

Subject:	Death In-Custody	Policy Number: 16.03
Approved Date: 6-9-2017		Approved By: Captain Sullivan
Issued Date: 6-22-17		Revision Date:
Related Orders: California Government Code 12525; MSO Corrections Policy 06.17 & 06.18; 15 CCR 1046		

POLICY: The Merced County Sheriff's Office, Robert Falasco Justice Center Courthouse Holding Unit ensures an immediate response to any In Custody Death regardless of cause, to protect the integrity of the scene as well as the rights of the deceased.

PROCEDURE:

All incidents, which are initiated with "Man Down" or unresponsive inmate, will be handled as a crime scene (*Section 06.18 Crime Scene Preservation*). All Inmates will be secured, if possible, in another area within the facility. Procedures for determining possible involved inmates will be followed (*Section 06.17 Assaults in Custody*).

When responding to a "Man Down" with an unresponsive inmate, the following procedures will be performed (some may be simultaneous):

1. The first responding Corrections Officer or Court Deputy will assess the scene and determine the course of action, such as:
 - a. Check if inmate is conscious and/or breathing
 - b. Cutting/untying ligature from inmate's neck.
 - c. Look for obvious external injuries and/or signs of assault or self-inflicted injuries.
 - d. Mentally record the color/pallor of the inmate's skin.
2. Immediately inform Master Control, Sergeant/OIC and the Sheriff's Dispatch of a non-responsive inmate. Request an ambulance Code 3.
3. The Master Control Officer will begin to record the timeline of events.
4. Immediately secure the scene following Crime Scene Preservation Guidelines (*Section 06.18*).
5. The first responder will begin Life Saving Protocol / Cardiopulmonary Resuscitation.
6. The Master Control Officer will initiate a CODE 33 and all visitors and non-Sheriff's Department personnel may be escorted out of the facility. An immediate Lock-Down of all inmate movement will be initiated.

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7. The Court Sergeant/OIC will assign one Officer/Deputy to meet, direct and allow access to EMS Responders.
8. If the incident indicates the probability or likelihood that a crime was committed and the inmate is not responding to life saving procedures, the Court Sergeant/OIC will begin notifications to the Sheriff's Dispatch and the Sheriff's Administration immediately.
9. The Court Sergeant/OIC will assign an Officer/Deputy to begin digitally photographing the crime scene and the inmate.
10. The Court Sergeant/OIC will assign an Officer/Deputy to escort the EMS to the hospital and remain with the inmate until further notice.
11. The Officer/Deputy responding to the hospital will keep the Court Sergeant/OIC informed of any changes to the inmate's status and will notify the Court Sergeant /OIC when a Medical Doctor pronounces the inmate deceased.
12. The Court Sergeant/OIC is responsible for completing the Incident Report and compiling any documentation regarding the deceased inmate.

Once Detectives or a Deputy arrives, correctional staff will assist in the investigation.

1. All photographs, video and Incident Reports will be given to the Detective/Deputy.
2. Suspects will be separated and kept away from water/cleaning sources until interviewed.
3. Any evidence, such as; clothing, weapons, notes... will be turned over to the investigating deputy.
4. The Crime Scene will remain unchanged until the detective/deputy clears the scene.

The Undersheriff will assign an Internal Affairs Review of the incident. The Investigation will consist of interviews of all involved staff and review all documentation, photos and video. Recommendations for training and Policy & Procedures will be forwarded to the Undersheriff.

Formal Death in Custody Reports – California Government Code 12525:

1. This report must be completed by the Lieutenant within 10 days of the In Custody Death.
2. You must also attach a copy of a comprehensive incident report, which describes the incidents leading to the death of the individual, and a copy of the Coroner's Report.

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3. If the cause of death is natural, you specify if it was due to AIDS, tuberculosis, or other communicable disease.
4. Once these documents are complete, they are to be forwarded to the Undersheriff and Sheriff for review and forwarding to the Attorney General, via the Department of Justice.

Copies of Formal Reports: - In addition to the original copy for the Department of Justice, copies of the crime report, any informational or supplemental reports and the coroner's report must be forwarded by the Merced County Sheriff's Office, to the following agencies:

1. The Coroner's Officer
2. The Chief of Police of the city in which the death occurred
3. Sheriff's Records

ADMINISTRATIVE REVIEW:

Death in Custody Reviews for Adults and Minors:

The facility administrator, in cooperation with the health administrator, shall ensure that there is a review of every in-custody death. The review team shall include the Correctional Lieutenant, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident. (*Refer to 15CCR 1046: Death in Custody*)

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Merced County Sheriff's Office

Corrections Division

Subject:	Classification Plan	Policy Number: 16.04
Approved Date: 6-9-2017		Approved By: Captain Sullivan
Issued Date: 6-22-2017		Revision Date:
Related Orders: MSO Corrections Policy 02.04		

POLICY: The Merced County Sheriff's Office, Robert Falasco Justice Center Courthouse Holding Unit has a system in place for separating, holding and transporting inmates according to their Classification. (*MSO Corrections Policy 02.04*)

PROCEDURE:

Corrections Officers and Court Security Deputies will separate and transport inmates within the Holding Area and Transfer Cells using the following criteria:

1. Refer to "Keep Away" designations in the Jail Management System and daily Court List.
2. Separate inmates into holding by the Color Coded Clothing system, defined by the Corrections Division Classification Unit.
3. Inmates in matching colored clothing may be placed in the same holding or transfer cells
4. If all holding and transfer cells are full the Los Banos Court Transport Officers will keep other classifications in the transport van/bus. The Transport Officers will monitor the inmates and allow them to use the restroom while they are being held in the transport van/bus.
5. Inmates are moved throughout the Courthouse by the Classification Code. If a small number of inmates (3 to 5) are being moved, additional Court Deputies will be required to move the group safely.

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Merced County Sheriff's Office

Corrections Division

Subject:	Fire & Health Inspection	Policy Number: 16.05
Approved Date: 6-9-2017		Approved By: Captain Sullivan
Issued Date: 6-22-2017		Revision Date:
Related Orders: Health & Safety Code 13146.1(a)&(b); California Penal Code 6031.1; 15 CCR 1029 & 1032; MSO Corrections Policy 12.02		

POLICY: The Merced County Sheriff's Office, Robert Falasco Justice Center Courthouse Holding Unit maintains Fire and Health Department Inspections in accordance with *15 CCR 1029 & 1032, Health and Safety Code Section 13146.1(a) & (b)*, as well as *Penal Code Section 6031.1*. The Merced County Sheriff's Office, Robert Falasco Justice Center Courthouse Holding Unit shall obtain inspections by the State Fire Marshall (2yrs), Environmental Health, and County Health Department (annually) and to complete monthly Fire and Life Safety Inspections (*See MSO Corrections Policy 12.02*) by Custody Staff. Copies of these inspections are to be maintained by the Sergeant assigned to the Courthouse.

PROCEDURE:

Periodic inspections are separate and distinct from security and fire/life safety inspections discussed elsewhere in these policies and procedures.

INTERNAL INSPECTION PROGRAM:

Regular internal inspections for health and safety procedures are conducted to ensure compliance with applicable state, and local codes or regulations. The Sergeant assigned to the Robert Falasco Justice Center serves as coordinator of this inspection program. This program focuses on the following:

1. Cleanliness, and orderliness of holding cells and food service;
2. Proper operation and condition of all security devices such as locks, doors, viewing windows, and electronic monitoring devices;
3. Proper operation and function of all lighting, ventilation, and heating equipment;
4. Condition and operation of equipment, tools, and security devices;
5. Storage and security of all cleaning supplies and other potentially toxic materials of any type, when not in use;
6. Operation and condition of plumbing equipment including toilet, bathing, washing, and laundry facilities;
7. All supplies are provided in the proper quantities for the completion of the mission or assignment.

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RECORDS:

Records and reports necessary for the documentation of the safety & health program are the responsibility of the Sergeant assigned to the Courthouse. This documentation may include but not be limited to the following:

1. Plans, drills, and inspection reports,
2. Maintenance reports,
3. Evacuation plans,
4. All required reports by code or regulation.

DAILY INSPECTIONS:

All Corrections Officers and Courthouse Deputies are required to make visual safety & health inspections of their assigned work areas daily. Officers performing these inspections should make immediate corrections when and wherever possible. Those conditions requiring more detailed corrections should be reported to the Sergeant assigned to the Courthouse, who notes discrepancies and corrects them if possible. If, the situation cannot be repaired within the Sergeant assigned to the Courthouse's scope of authority, the Sergeant will contact the agency contracted to provide building maintenance. The contracted agency that provides building maintenance ensures major hazards or safety issues are corrected immediately, and keeps these reports on file.

WEEKLY INSPECTIONS:

The Correctional Officers and Courthouse Deputies conduct weekly safety and health inspections to monitor the effectiveness of the facilities safety and health prevention program. The purpose of this inspection is to independently:

1. Examine compliance with applicable health and safety codes, regulations and departmental policies;
2. Review solid waste disposal practices;
3. Review vermin and bug control;
4. Review sewage disposal practices;
5. Review pest control practices;
6. Review all work areas;
7. Document existing deficiencies;
8. Look for safety and health practices that can be improved upon.

All deficiencies noted must be corrected within two working days of the inspection, if not corrected *on the spot*. The Sergeant assigned to the Robert Falasco Justice Center reviews reports and re-inspects areas that appear to be seriously deficient.

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Annual Review Requirements:

Annually, the Sergeant assigned to the Robert Falasco Justice Center conducts and documents compliance with applicable laws and regulations related to safety, sanitation, and health. The Sergeant may appoint department personnel outside the jail to perform these tasks, or seek outside professional assistance.

Following this inspection and receipt of the report, the Sergeant assigned to the Robert Falasco Justice Center makes every effort to correct deficiencies noted, or document the reason for the apparent deficiency. When deficiencies are corrected, the Sergeant confirms the actions taken in writing, along with any explanations regarding any remaining items.

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Merced County Sheriff's Office

Corrections Division

Subject:	Emergency Evacuation Plan	Policy Number: 16.06
Approved Date: 6-9-2017		Approved By: Captain Sullivan
Issued Date: 6-22-2017		Revision Date:
Related Orders: 15 CCR 1029; MSO Corrections Policy 06.04		

POLICY: The Merced County Sheriff's Office, Robert Falasco Justice Center Courthouse Holding Unit establishes and maintains contingency plans which enable properly trained staff to respond effectively to emergencies, and coordinate such activities with local law enforcement and other emergency service agencies. Emergency plans are critical to the safe and secure operation of this facility. (*See 15 CCR 1029*)

PROCEDURE:

This procedure outlines the general procedures for responding to emergencies within the Courthouse. The Sergeant assigned to the Robert Falasco Justice Center is responsible for the overall management of the emergency plan program.

EVACUATION PLAN:

Evacuation plans describe the actions required by Merced County Sheriff's Office, Robert Falasco Justice Center Courthouse Holding Unit in the event of emergency situations. The Sergeant assigned to the Robert Falasco Justice Center is responsible for the formulation of all emergency plans, in accordance with the prototype plans in relevant Merced County Sheriff's Office policies.

Evacuation of inmates from the Robert Falasco Justice Center will be initiated in the following situations;

1. Bomb Threat
2. Facility fire
3. Natural Disasters
4. Loss of power
5. Riot

EVACUATION PROCESS:

In the event of a full-scale emergency, inmates will be evacuated in the following process;

1. Contact JLCC Sergeant, (209) 385-7572 or 7576, and request evacuation
2. Summon additional Court Security and Sergeant assigned to the Robert Falasco Justice Center
3. Move inmates to secure sallyport (Judicial Parking)

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4. Load inmates safely into Corrections Vans/Buses
5. Repeat above steps until all inmates have been evacuated

TRAINING:

Employees will be sufficiently familiar with each plan to put it into operation promptly, and trained as follows:

1. Read Policy;
2. Drills and testing;
3. Joint or cross training with other government resources upon which the facility will draw in an emergency.

REVIEW OF PLANS:

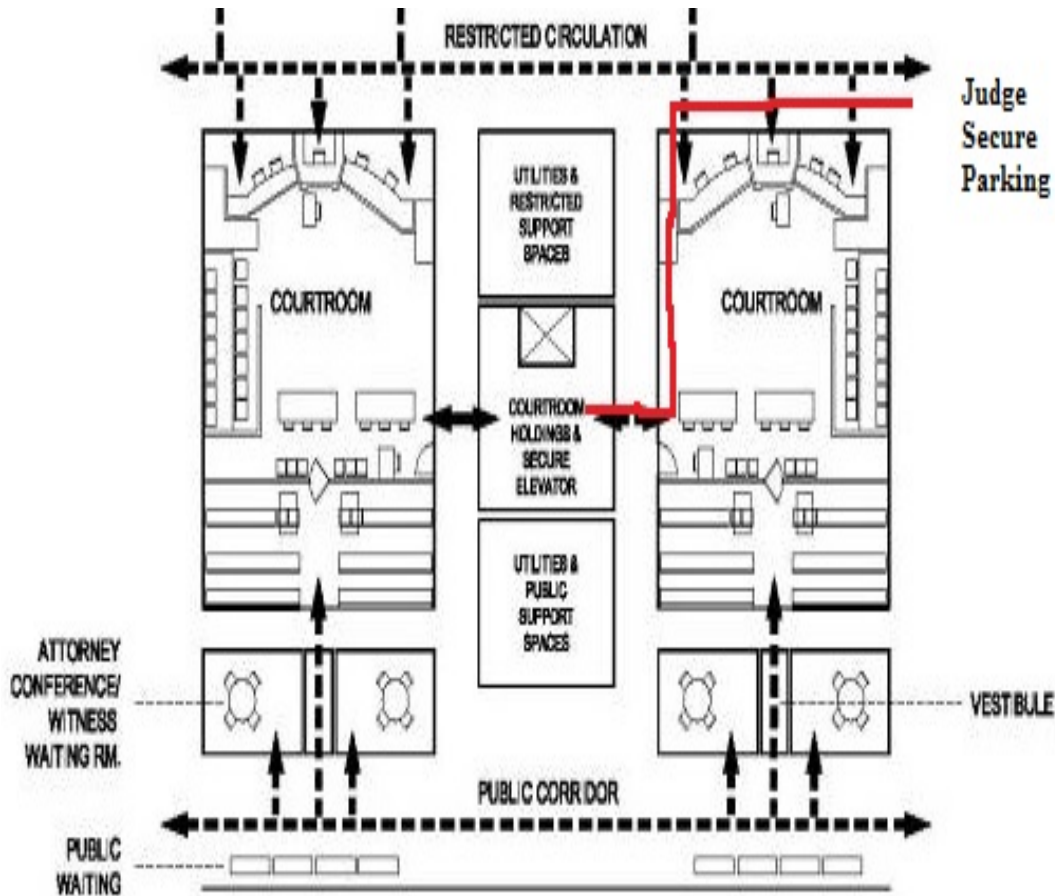
Employees are required to review emergency plans at least once a year, and are encouraged to do so at any time. In addition to the training provided by the facility, new employees should familiarize themselves with the areas surrounding the facility, so that they can be effectively used, if called upon to assist in the apprehension of escapees, or in other emergency plan implementation that involves extra-institutional activity.

REVISION:

Review and revision of emergency plans will be on an annual basis, and as circumstances dictate, e.g., new phone numbers or staff changes.

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Merced County Sheriff's Office

Corrections Division

Subject:	Special Segregation Plan	Policy Number: 16.07
Approved Date: 6-9-2017		Approved By: Captain Sullivan
Issued Date: 6-22-2017		Revision Date:
Related Orders: California Penal Code 6030; 15 CCR 1051, 1052, 1053 & 1057		

POLICY: The Merced County Sheriff's Office, Robert Falasco Justice Center Courthouse Holding Unit establishes and maintains contingency plans for the temporary holding of Special Housing Unit (SHU) inmates, inmates with mental disorders, developmentally disabled inmates and inmates with communicable diseases. (*See 15 CCR 1051, 1052, 1053, and 1057 and Penal Code 6030*)

PROCEDURE:

This outlines the general procedures for segregation of inmates with special needs within the Robert Falasco Justice Center Courthouse Housing Unit. The Sergeant assigned to the Robert Falasco Justice Center is responsible for the overall management of the Special Segregation Plan.

SEGREGATION PLANS:

Segregation plans describe the actions required by Merced County Sheriff's Office, Robert Falasco Justice Center Courthouse Holding Unit to in the event of an inmate needing Special Segregation. The Sergeant is responsible for the formulation of all Special Segregation Plans, in accordance with the prototype plans in relevant Merced County Sheriff's Office policies.

SEGREGATION PROCESS:

In the event an inmate is determined to have mental disorders, is developmentally disabled or has a communicable disease, the inmate will be segregated from the rest of the inmates pending their court hearing.

In the event it is deemed an inmate can not be appropriately housed inside the Robert Falasco Justice Center Courthouse Holding Unit, the inmate will be taken directly from the transport van to the courtroom. Upon completion of their court hearing, the inmate will be returned directly to the transport van for transport back to JLCC/Main Jail.

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Merced County Sheriff's Office

Corrections Division

Subject: Access to Courts **Policy Number: 16.08**

Approved Date: 6-9-2017

Approved By: Captain Sullivan

Issued Date: 6-22-2017

Revision Date:

Related Orders: MSO Corrections Policy 10.01; 15 CCR 1068

POLICY: The Merced County Sheriff's Office, Robert Falasco Justice Center Courthouse Holding Unit will provide Attorney/Client interview rooms for Attorney's confidential access to inmates while they are pending their appearance in court. (*See 15 CCR 1068 and Policy 10.01*)

PROCEDURE:

The Attorney notifies the control center they wish to meet with their client. The control center notifies the Corrections Officers of the interview. The Corrections Officers will escort the inmate from the holding cell and place them into the inmate interview room. Upon placement of the inmate in the interview room, the control center will allow the Attorney into the opposite side of the interview room.

Interviews are done on a first-come-first-serve basis.

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Merced County Sheriff's Office

Corrections Division

Subject:	Incident Reports & Inmate Discipline	Policy Number: 16.09
Approved Date: 6-9-2017		Approved By: Captain Sullivan
Issued Date: 6-22-2017		Revision Date:
Related Orders: 15 CCR 1044 & 1081; MSO Corrections Policies 01.04 & 04.01		

POLICY: The Merced County Sheriff's Office, Robert Falasco Justice Center Courthouse Holding Unit will report any and all incidents within the holding facility and any disciplinary actions. (See 15 CCR 1044 & 1081 and Policy 01.04 and 04.01)

PROCEDURE:

The Corrections Officers will document all incidents within the Robert Falasco Justice Center Courthouse Holding Unit via the Jail Management System Incident Reporting. The Transportation Sergeant will review all incidents reports and determine the appropriate disciplinary action to be taken.

The disciplinary process is outlined in the Merced County Sheriff's Office Corrections Division *Policy & Procedure Section 04.01*.

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Merced County Sheriff's Office

Corrections Division

Subject:	Detention of Minors	Policy Number: 16.10
Approved Date: 6-9-2017		Approved By: Captain Sullivan
Issued Date: 6-22-2017		Revision Date:
Related Orders: 15 CCR 1160, 1161, 1162, 1163		

POLICY: The Merced County Sheriff's Office, Robert Justice Center Courthouse will provide for the safe and secure temporary holding of a minor being tried as an adult. Minors will be held and transported separately. (*See 15 CCR 1160, 1161, 1162, 1163*)

PROCEDURE:

Minors are transported from the Iris Garrett Juvenile Justice Complex by the Probation Department. Upon arrival, the Probation Department will enter the courthouse through the north Judge's parking lot gate. Sheriff staff will meet with the Probation Department and assist in escorting the minor separately from adult inmates, to an open jury room on an upper floor away from the adult inmates in the main holding area. The minor and the Probation Officer will remain in the jury room until the minor's criminal case is ready to be heard by the court. Upon completion of their court appearance, the Probation Officer and minor will be escorted back to the north Judge's parking lot and placed in a vehicle for transport back to the Iris Garrett Juvenile Justice Complex by the Probation Department.

Minors will be housed in the main Courthouse Holding Unit unless no adult inmates are present.

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Merced County Sheriff's Office

Corrections Division

Subject:	Suicide Prevention	Policy Number: 16.11
Approved Date: 6-9-2017		Approved By: Captain Sullivan
Issued Date: 6-22-2017		Revision Date:
Related Orders: MSO Corrections Policies 02.02 & 02.04		

POLICY: It is the policy of the Merced County Sheriff's Office, Robert Falasco Justice Center Courthouse Holding Unit to be observant to the threat of suicide among inmates and to directly intervene in suicide attempts, whenever reasonably possible. This policy is furthered by initial screening, a reasonable classification process, integration into general housing when practical, and observations of officers.

DEFINITIONS:

- ***Mentally ill*** - The condition of a person afflicted with mental disease to such an extent that he or she requires care and treatment for his or her own safety or the safety of others.
- ***Developmentally Disabled*** - The condition of a person afflicted with substantial sub-average general intellectual functioning that is associated with impairment in adaptive behavior.
- ***Mentally impaired inmate*** - An inmate who is mentally ill or developmentally disabled.
- ***Suicide*** - the intentional and voluntary act of a person taking or attempting to take his or her own life.
- ***No Sharps Policy*** – An inmate restricted from possessing and/or purchasing any object which could be used to cut or damage self, others or property.

DISCUSSION:

For most reasonably thinking individuals, being incarcerated in jail is a traumatic experience. As a consequence, many individuals taken into custody and confined in a jail exhibit some forms of abnormal behavior during the booking process and the early stages of confinement. This behavior is to be expected and is not necessarily indicative of, or a predictor of suicide. Changes in inmate behavior have many causes, many of which have nothing to do with jail life. An inmate may feel his family has abandoned him, loss of a job, perceived change in social status, or detoxification may alter behavior. However, this does not necessarily translate to a higher threat of suicide. Mood swings and behavioral changes make the job of the jail staff even more difficult when it comes to watching for or trying to prevent suicide by inmates.

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Your job in trying to predict and prevent suicide by inmates is not an easy task. Often our best tools in deterring suicide attempts is past history of suicide attempts (especially while in custody), thoughtful word, positive reinforcement, listening to reports from fellow inmates or officers, and observed behavior.

Suicide attempts take many forms. The actual attempt may be long in planning or the result of an impulse that takes only a few seconds or minutes from decision through execution. The inmate may appear normal in one instance and carrying out his plan of self-destruction the next. Officers are cautioned to be watchful for three basic modes of suicide in custody:

1. **Hanging** – Use of linen, clothing, cords, cloth material and altered materials to strangle, usually by attachment to bunks or fixtures.
2. **Cutting** – Use of shaving razors, sharpened objects and broken plastics to lacerate the flesh over arteries and/or veins.
3. **Overdose** – Hoarding and ingestion of prescription or over-the-counter medications to overdose.

Corrections staff may be alert to possible indicators of potentially suicidal inmates, by such things as:

1. Past history of suicide attempts;
2. Active discussion of suicide plans;
3. Sudden drastic change in eating, sleeping, or other personal habits;
4. Recent crisis in personal events, such as an extended or life sentencing; &
5. Loss of interest in activities or relationships the inmate had previously engaged in.

PROCEDURE:

An important part of the suicide prevention program is integrated into the inmate admission and classification processes. For details on how these policies support our efforts to curb inmate suicide see *02.02 Admission*, and *02.04 Inmate Classification Policies & Procedures* and the Medical Authority's *Suicide Prevention Policy and Procedure*. Comments and suggestions by arresting officers, observed behavior, inmate responses to questions, and signs of self inflicted wounds are all possible clues that may aid the intake officer in referring the detainee to the Medical Authority for further evaluation.

When any officer perceives that an inmate is suicidal or homicidal the observing officer, will:

1. Secure the inmate;
2. Report directly to the Sergeant/OIC;
3. Notify the JLCC Supervisor/OIC to have the inmate transported to JLCC for placement in the safety cell ;
4. JLCC Sergeant/OIC will notify the Medical Authority (Medical Authority will notify Mental Health staff);
5. Start an Observation Log;
6. The Courthouse Corrections Officer will generate an incident report.

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Training:

Correctional staff is provided STC approved training in regards to the recognition, supervision, documentation, and handling of inmates who are mentally disabled and/or potentially suicidal.

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